

# ***CITY COUNCIL***

## ***Meeting Agenda***

**REGULAR MEETING**  
**HYBRID MEETING**

**MONDAY, JUNE 12, 2023**  
**7 pm**

*The Regular Meetings of City Council are filmed and can be viewed LIVE while the meeting is taking place via the attached Zoom link, on Facebook and on the BCTV MAC Channel 99*

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### **RULES FOR PUBLIC PARTICIPATION AT COUNCIL MEETINGS**

Public comment at all meetings of the City Council of the City of Reading shall be governed by the following:

- Residents and/or taxpayers of the City who wish to make or submit public comment must pre-register utilizing one of three (3) following options:
  1. By calling (610-655-6205) or emailing ([council@readingpa.gov](mailto:council@readingpa.gov)) the City Clerk's Office by 4 pm on the day of the meeting with your name, address and the subject matter or topic to be discussed. If you are not able to attend in-person, instructions to access the virtual meeting app or dial-in telephone number will be provided.
  2. By submitting written public comment to be read into the record at the meeting by submitting an email to [council@readingpa.gov](mailto:council@readingpa.gov) by 4pm on the day of the meeting. The email message must clearly be marked as Public Comment.
  3. By registering in-person at the Council Chambers on the sign-up sheet found on the podium in Council Chambers between 5:00 p.m. and 7:00 p.m. on the day of the scheduled meeting, with your name, address and the subject matter or topic to be discussed.
- No person shall be permitted to speak who is not a resident or taxpayer of the City, except upon permission of the President of Council or a majority of City Council.
- Public comment will occur only during the Public Comment period listed on the meeting agenda at which time the Presiding Officer will recognize speakers and written comment that properly registered in the order received.
- All public comment shall be delivered from the podium and speakers may not approach the Council tables at any time.

- Those individuals registered to speak on agenda matters will be allotted no more than 5 minutes and those individuals registered to speak on non-agenda matters will be allotted no more than 3 minutes. The City Clerk will control a timer to monitor these time periods. When the alarm rings, a speaker must immediately end their comment. If a speaker refuses to comply, the microphone at the podium will be turned off and the next speaker will be given the floor. These time periods also apply to written comments that are being read into the record such that any written comment may only be read into the record for a 5-minute period for agenda items and a 3-minute period for non-agenda items. The President of Council or a majority of Council may grant an additional period of time in their discretion.
- If anyone is present in a group or association, each such group should designate a spokesperson to address the City Council on the group's collective behalf in order to avoid repetitive public comments.
- Comments posted in Zoom Chat and on Facebook are not considered public comment and will not be read into the record of the meeting or addressed by City Council.

## **1. OPENING MATTERS**

### **A. CALL TO ORDER**

### **B. INVOCATION:** Pastor Jose Medina, El Kairos Methodist Church

### **C. PLEDGE TO THE FLAG**

### **D. ROLL CALL**

### **E. EXECUTIVE SESSIONS:** There was an executive session on the Conditional Use decision for 138 S 8<sup>th</sup> Street after the June 12<sup>th</sup> COW

## **2. PROCLAMATIONS AND PRESENTATIONS**

## **3. PUBLIC COMMENT - AGENDA MATTERS:**

- Those individuals registered to speak on agenda matters will be allotted no more than 5 minutes and those individuals registered to speak on non-agenda matters will be allotted no more than 3 minutes. The City Clerk will control a timer to monitor these time periods. When the alarm rings, a speaker must immediately end their comment. If a speaker refuses to comply, the microphone at the podium will be turned off and the next speaker will be given the floor. These time periods also apply to written comments that are being read into the record such that any written comment may only be read into the record for a 5-minute period for agenda items and a 3-minute period for non-agenda items. The President of Council or a majority of Council may grant an additional period of time in their discretion.
- All public comment must be directed to Council as a body and not to any individual Council member or public or elected official in attendance. Public comment is an opportunity to make a statement only. It is not designed for questioning and there is no guarantee or requirement for a question presented during public comment to be answered or responded to.
- Each speaker shall speak clearly and slowly.
- No speaker shall register or speak more than once at a meeting.
- A speaker shall not comment in a manner that is disruptive, scandalous, impertinent, redundant, rude, unruly, personally offensive, irrelevant to the registered topic, done for the purpose of preventing the conduct of the business of the meeting or promotion of candidates at an upcoming election, or otherwise in disregard to the rules of order or decorum. Any such comment will not be accepted or included in the record.

- In the event that a speaker or written comment violates any of these rules, that speaker or written comment will be deemed to have forfeited their right to public comment and the President of Council or a majority of City Council may direct the City Clerk to turn off the microphone or cease reading the comment into the record, have the individual removed from Council Chambers and/or cited.
- All persons in attendance are expected to conduct themselves in a responsible and respectful manner that does not disrupt the meeting. Clapping, calling out, cheering or interrupting speakers or the discussions of City Council during or after a public comment is not permitted. Those wishing to have conversations should do so in the hall outside Council Chambers in a low speaking voice.

#### **4. APPROVAL OF AGENDA & MINUTES**

**A. AGENDA:** Meeting of June 12, 2023

**B. MINUTES:** The minutes from the May 22<sup>nd</sup> Regular Meeting and the summations of discussion from the May 22<sup>nd</sup> COW meeting along with the summaries from the June 5<sup>th</sup> Nominations & Appointments and Strategic Planning meetings.

#### **5. Consent Agenda Legislation**

*The Consent Agenda is designed to provide efficient approval of non-controversial legislation that does not require discussion/debate by giving approval via acclamation when the meeting agenda is approved. The President of Council will call Council's attention to the list of Consent Agenda legislation at the meeting before action is taken, which allows Council to remove a piece of legislation for separate consideration.*

**A. Award of Contract** – approval of a Co-Stars purchase from the Breneman Company in the amount of \$62,500 from the CIP Budget for the refurbishment of city courts as listed below.

- Brookline Park- 1 Basketball and 1 Pickle ball court,
- Barbey's Park- 1 Basketball Court,
- Neversink Playground- 1 Basketball and 1 Pickle ball court,
- Northmont Playground- 1 Basketball and 1 Volleyball court, EJ Dives- 2 Basketball courts,
- 11<sup>th</sup> and Pike Playground- re-lining of Futsal and Basketball courts.

**B. Award of Contract** – for the Co-Stars purchase from Signature Sign Inc Reading, PA in the amount of \$49,470 for the production of the 800 Penn St Courtyard “Reading” sign

**C. Resolution** – authorizing the Public Works Department to enter into a one-year renewal of the Intergovernmental Cooperation Agreement between the City and the Reading School District for the collection of recyclable materials at each of the District's facilities. This renewal for the 2023-2024 academic year will be a cost to the District of \$60,318.68

#### **6. ORDINANCES FOR FINAL PASSAGE**

Pending – Required 28 day layover and advertising requirements
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**Ordinance** – authorizing the opening and development of the 900 block of Lincoln Street, revising the curb alignments of River Road, Spring Street and Schuylkill Avenue, and providing related traffic pattern changes in the Reading as depicted on the “River Road Extension Project” drawings, as per City Code Section 576-102, 576-207 and 576-209 Introduced at the **May 22<sup>nd</sup> regular meeting, Advertised on June 5, June 12 & June 17<sup>th</sup>; Eligible for enactment on June 26<sup>th</sup>**

**A. Bill 51-2023** – amending the City of Reading City Code Section 496- 101 Definitions and 496-104 Screening All Dumpsters and Trash Receptacles by increasing the allowable size of the screening to no higher than six (6) feet in height, unless a higher structure is required to adequately screen the dumpster

**B. Bill 52-2023** – amending the City Council budget by adding \$35,000 for District Events to the Community Promotions line item.

**C. Bill 53-2023** – amending the City Code Section 576-403, Parking Prohibited in Specific Areas and 576-416 Notice of Violation, Waiver, Part C both regarding the use of parking stalls

**D. Bill 54-2023** – authorizing the purchase of 301 S. 3<sup>rd</sup> Street from the Reading Redevelopment Authority (RRA) for use by the Reading Recreation Commission. The purchase price is \$150,000 from ARPA funding and the cost of partial demolition and renovation is estimated at \$400,000

**E. Bill 55-2023** – authorizing the allocation of \$500,000 in ARPA funding to the Reading Redevelopment Authority (RRA) for the acquisition, remediation, and disposition of blighted properties within the city. The RRA has a plan to address blighted properties through a plan devised to acquire blighted properties and take action to either have them rehabilitated or demolished. RRA will acquire, stabilize, maintain, and dispose of these properties with an annual goal of 50 per year as funding allows.

## **7. INTRODUCTION OF NEW ORDINANCES**

**A. Ordinance** – amending the City Code Chapter 23 Boards, Commissions and Committees, Part 15 Youth Commission by expanding the eligibility age range from 23 to 25 and the Commission’s function, as attached.

**B. Ordinance** – authorizing the transfer of \$10,000 in the Agency fund for the purchase of a fire safety module to be shown to the community and schools used by the Fire Marshal’s Office. A grant in the amount of \$10,000 was received from the Hartford Insurance Company for fire safety education efforts and programming.

**C. Ordinance** – authorizing the amendment of the Water Fund and General Fund budgets due

to the approval of the RAWA Lease Amendment containing a 2% revenue increase to the Water Fund Lease Payment revenue and Water Fund bank expense fees in the amount of \$225,000

**D. Ordinance** – authorizing the amendment of the Water Fund and Capital Improvement Fund budgets, by decreasing the Water Fund additional lease revenue from \$580,000 to \$500,000 and amending the Capital Improvement fund by decreasing the transfer from Water Fund unrestricted revenue by \$80,000 and increasing the transfer from fund balance by \$80,000

**E. Ordinance** – authorizing the amendment of the General Fund budget to correct the Transfer from Water Fund by decreasing the amount transferred by \$580,000

**F. Ordinance** – authorizing the sale of 1 Berkshire Place commonly referred to as the “50 Acres” or “the Dana Site” to Newcold USA RE Holding, LLC. in an amount up to \$4.5M

**G. Ordinance** – amending the City Code, Chapter 212 Fee Schedule, Part 106 Building Code creating an optional waiver or reduction of fees for local government construction projects.

**H. Ordinance** – authorizing a referendum question on the 2023 General Election Ballot: Shall Section 606(a) of the Reading Home Rule Charter be amended to eliminate the requirement for the Public Works Director to be a professional civil engineer registered in Pennsylvania and instead create a requirement that the City designate an employee in its public works department who is a professional civil engineer registered in Pennsylvania licensed engineer to be the City Engineer?”

**I. Ordinance** – authorizing the execution of a sales agreement in the amount of \$20,000 for the sale of property owned by the City, adjacent to the Berks County Regional Airport to the adjoining property owner, Colin Wyatt

## **8. RESOLUTIONS**

### **Pending – define initiatives prior to adoption**

**Resolution 45-2023** – adopting and committing to the implementation of the Downtown Plus Strategic Master Plan as a guideline for the specified Downtown core areas described in the plan.  
***Tabled at the April 10<sup>th</sup> regular meeting***

**A. Resolution** – adopting the Parks and Recreation Plan 2019 – 2028 and directing the administration to develop a timeline that will schedule the implementation of the goals, policies and strategies aimed at strengthening and improving parks and recreation opportunities

**B. Resolution** – approving or denying the Conditional Use application for 138 S 8<sup>th</sup> Street to add 3 units to the existing 3-unit rental property

## **9. REPORT FROM DEPT. DIRECTORS, BOARDS, AUTHORITIES, & COMMISSIONS**

Planning Commission

## **10. COUNCIL REPORT**

## **11. ADMINISTRATIVE REPORT**

Attached

## **12. REPORT FROM OFFICE OF THE AUDITOR**

Attached

## **13. COUNCIL MEETING SCHEDULE**

### **Monday, June 17**

*Nominations Committee – 3<sup>rd</sup> Floor Conf Rm - 4 pm*

*Standards of Living Committee – 3<sup>rd</sup> Floor Conf Rm – 5 pm*

*Finance Committee – Council Chambers - 5 pm*

### **Monday, June 26**

*Committee of the Whole – Council Chambers - 5 pm*

*Regular Meeting – Council Chambers - 7 pm*

### **Monday, July 3**

*Nominations Committee – 3<sup>rd</sup> Floor Conf Rm - 4 pm*

*Strategic Planning Committee – Council Chambers – 5 pm*

### **Thursday, July 28**

*Conditional Use Hearing 400 N 6<sup>th</sup> Street re conversion to retail with 3 rental units – Council Chambers - 5 pm  
(Existing storefront with one unit above)*

## **15. ADJOURN**

**City of Reading City Council**  
**Regular Meeting**  
**May 22, 2023**

Council President Reed called the meeting to order.

The invocation was given by Pastor Luis Suero.

All present pledged to the flag.

There was an executive session held at the conclusion of the May 22<sup>nd</sup> COW regarding litigation and personnel.

**ATTENDANCE**

Council President Reed  
Councilor Daubert, District 1  
Councilor Goodman-Hinnershitz, District 2  
Councilor Ventura, District 3  
Councilor Butler, District 4  
Councilor Miller, District 6  
Council Solicitor M. Gombar  
City Clerk L. Kelleher  
Managing Director W. Heim  
City Solicitor F. Lachat  
Auditor M. Rodriguez

**PROCLAMATIONS AND PRESENTATIONS**

None

**PUBLIC COMMENT**

Council President Reed stated that there are two (2) written submissions and three (3) citizens registered to address Council at tonight's meeting. She stated that as she is running for Council President in the current election cycle, she will have the President Pro Tem handle the Public Comment period when someone who is also running for a City seat is registered to speak.

Councilor Daubert read the public comment rules adopted by ordinance in the City Code Section 5-209.

**Kevin Bynes, of Oley Street**, stated that he moved from New Jersey to the City last year and he described the racially charged and unwelcoming remarks he and his family have been exposed to by those residing in this neighborhood. He stated that lead was discovered in his

home's windows after his daughter became ill. He described his plan to replace the windows to eliminate the lead; however, he was recently informed that his home is within a historic district which is disrupting the window replacement.

**Evelyn Morrison, no address provided**, stated that Council has a fiduciary responsibility when approving contracts. She expressed the belief that providing the Redevelopment Authority with \$500K for blight remediation is a waste due to the authority's prior poor decision making and collusion. She suggested instead creating a grant program so people can make home improvements. She also expressed concern that the City standardly awards contracts to the lowest bidder, rather than the local bidder. She noted the importance of using local contractors and likened this practice to those that occurred during the Kubacki and Spencer administrations.

**Jordan Henning, of Berkley Rd.**, (connected virtually) stated that the Parking Authority has recently expanded the fee to park in loading zones to the spaces marked for pick-up. He questioned the Authority's legal ability to charge this fee after his review of the online code. He noted that although the Authority's Executive Director admitted that the signage is confusing during a WFMZ News interview, people continue to be charged and fined if they do not pay. He asked City Council to interact with the Parking Authority to rectify this issue.

**Tanya Parlock, of Berkley Rd.**, submitted her statement in writing regarding the traffic problems caused by Amazon in an area proximate to this Riverdale neighborhood. Full version attached.

**Kim Talbot, of Thorn Street**, called Council's attention to the photos that were distributed of the blighted property that is adjoined to her home on Thorn Street. She stated that the property has been actively deteriorating for approximately 10 years and the City has done little to resolve the situation when she has repeatedly reported the problems about the conditions at the adjoining property and the deterioration it is causing to her home.

Ms. Talbot stated that the adjoining property has been missing the rear roof for the past 6 years. Although it has been partially tarped, overtime the tarp becomes damaged or moved leaving the property open to the elements, which has also created problems in her property. She stated that the deteriorated condition of this property is causing structural damage to her property – floors are bowing, the ceiling is separating, walls are crumbling creating holes, etc. She stated that her property insurance provider dropped coverage on her home leaving her responsible to make the repairs caused by the owner of 1743 Thorn that will cost more than the value of the property. She stated that the City's failure to correct this broken Property Maintenance system and take action is forcing her from her home.

**Radarra McLendon, of Elm Street**, submitted her statement in writing regarding the need to actively reduce gun violence. Full version attached.

Councilor Goodman-Hinnershitz noted that the public comment this evening was compelling, and she noted that the majority of the issues raised are the responsibility of the City administration, not City Council. She asked the managing director to handle the issues raised. She noted the severe breakdown in Property Maintenance leaving the Thorn Street property deteriorating for the past 10 years and causing extensive damage to the home of a City employee. She noted that unfortunately this is not an isolated problem; but a problem that exists city-wide. She stated that it is time for a call to action to address blight.

Councilor Miller apologized for the behavior of the neighbors in the 400 block of Oley Street. He explained, as a realtor, that the agreement of sale is legally required to contain a disclosure about the potential for lead if the property was built prior to 1978 and contain a disclosure if the property located within a historic district. He explained the HARB process for home improvements. Regarding the blighted property on Thorn Street, he noted how stressful it is to deal with property damage caused by the adjoining property. He agreed that the City's blight problems are widespread, and he noted the negative impact these properties have on a neighborhood.

Councilor Ventura thanked those who addressed Council for bringing those issues to the forefront. She apologized for the inexcusable behavior of those who were rude and unwelcoming to Rev. Bynes. She asked the City Solicitor to highlight the City's procurement process.

The City Solicitor explained that for construction, materials, etc. the City is required to select the lowest, qualified bidder from those who responded to the bid. However, he noted that for professional services, the City has more flexibility to choose the best qualified respondent, regardless of the cost.

Councilor Ventura questioned what the administration is doing to address blight. She stated that she has grown tired of PowerPoints that point to the problem that this administration chooses to ignore. She stated that it is time for action.

Council President Reed agreed with the need for the administration to address the City's longstanding blight problem. She noted the various attempts to cure the traffic issues occurring in Riverdale due to the area's proximity to the new Amazon warehouse.

The managing director explained that the City has developed four (4) potential solutions, noting that he handled this same problem as the Muhlenberg Police Chief. He noted that all solutions are short-term due to the many variables that exist.

Councilor Goodman-Hinnershitz suggested asking Amazon to have their drivers access GPS sites that will steer them clear of streets that have truck restrictions, show closed roads, etc.

## **APPROVAL OF THE AGENDA & MINUTES**

Council President Reed called Council's attention to the agenda for this meeting, including the legislation listed under the Consent Agenda heading and the minutes from the May 8<sup>th</sup> regular meeting and the May 8<sup>th</sup> and May 15<sup>th</sup> COW and Nomination Committee summaries.

**The agenda for this meeting, including the Consent Agenda legislation, the minutes from the May 8<sup>th</sup> Regular Meeting of Council and the summations listed were approved by acclimation.**

### **Consent Agenda**

*The Consent Agenda is designed to provide efficient approval of non-controversial legislation that does not require discussion/debate by giving approval via acclimation when the meeting agenda is approved. The President of Council will call Council's attention to the list of Consent Agenda legislation at the meeting before action is taken, which allows Council to remove a piece of legislation for separate consideration.*

**A. Award of Contract** – for a SourceWell State cooperative purchasing program purchase from Sport Court in the amount of \$100,218.63 from the CIP Court Refurbishment line item to repave the 3<sup>rd</sup> & Spruce hockey rink. Sport Court of Pennsylvania is providing a fabric bonded crack fix that will limit or eliminate the expansion of cracks. Instead of a traditional painted surface Sport Court is providing an overlaid grid system of playable surface that is highly rated in safety as well as playability. The work is warranted for 10 years to be free from all major defects.

**B. Award of Contract** – for the purchase of a 2023 Ford E450 AEV Ambulance to Speclin Emergency Vehicle Sales & Service, Scottdale PA in the amount of \$216,330.56 from the Capital Budget. Speclin EV is a PA COSTARS Vendor and the contract is reflective of the COSTARS pricing. This purchase will allow the replacement of the current 2014 Ambulance that has approx. 180,000 miles on it.

**C. Award of Contract** – for a sole source purchase to Grindline Skateparks in the amount of \$1,599,138.89 for the construction of the City of Reading Skate Park. The project is fully funded. The project will be funded by \$90,000 DCED Grant, \$200,000 DCNR Grant, \$1,200,000 ARPA Funds and \$700,000 in CIP funds.

**D. Award of Contract** - to Friant and Associates, LLC., San Leandro, CA for the purchase of new systems office furniture which comes with extended warranties for the Police Department's Criminal Investigations Division to replace aging office furniture at the cost of \$68,189.84 from Capital ARPA funds. Quotes were received from 3 authorized vendors. Friant and Associates, LLC. was the lowest bidder and is an authorized City of Reading Vendor and PA State Vendor under PA State Contract for commercial furniture.

**E. Resolution 60-2-23** - accepting the resignation of Karen Archie from the Human Relations Commission

**F. Resolution 61-2023** - accepting the resignation of Melissa Eggert from the Board of Ethics

**G. Resolution 62-2023** - declaring the City's intent to follow the PHMC schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on December 16, 2008, and amended on March 28, 2019 regarding the retention of electronic records

## **ORDINANCES FOR FINAL PASSAGE**

**A. Bill 47-2023** - amending the 2023 budget by eliminating the Traffic Fines Motor Code line item and decreasing that line item by \$200,000, which will be funded by an increase to Transfer from Fund Balance by \$200,000. The net change of this budget amendment is zero. *Introduced at the May 9 regular meeting*

**Councilor Ventura moved, seconded by Councilor Miller, to enact Bill No. 47-2023.**

The managing director explained that under the existing agreement, revenue generated from Police issued tickets is not returned to the City; therefore this line item is unnecessary.

**Bill No. 47-2023 was enacted by the following vote:**

**Yeas: Butler, Daubert, Goodman-Hinnershitz, Miller, Ventura, Reed, President - 6**

**Nays: None - 0**

**B. Bill 48-2023** - amending the RAWA Lease Agreement *Introduced at the May 9 regular meeting*

**Councilor Goodman-Hinnershitz moved, seconded by Councilor Daubert, to enact Bill No. 47-2023.**

The managing director explained the process to negotiate the terms of this 23-year agreement, noting that the amount paid to the City will increase by 2% and the City and RAWA agreed to equally split the \$5 fee that applies to those who choose to pay their bill by credit card.

Councilor Daubert stated that he supports the terms in this agreement as it will keep the system publicly operated.

Councilor Goodman-Hinnershitz agreed, noting the dangers associated with the privatization of water/sewer systems. She thanked RAWA for their excellent management of this City owned system.

**Bill No. 48-2023 was enacted by the following vote:**

**Yeas: Butler, Daubert, Goodman-Hinnershitz, Miller, Ventura, Reed, President - 6**

Nays: None - 0

**C. Bill 49-2023** – revising the current street parking configuration by removing the “No-Parking” zones and replacing those zones with marked parking spaces on Avenues A & B on both sides of the street, and in the 200 block and 300 blocks of North 8<sup>th</sup> Street on both sides of the street and in the 200 block of Grape Street on the south side of the street. *Introduced at the May 9 regular meeting*

**Councilor Miller moved, seconded by Councilor Butler, to enact Bill No. 49-2023.**

Council President Reed explained the need to make these changes to the existing No Parking zones in these areas.

**Bill No. 49-2023 was enacted by the following vote:**

**Yeas: Butler, Daubert, Goodman-Hinnershitz, Miller, Ventura, Reed, President - 6**

**Nays: None - 0**

**D. Bill 50-2023** – authorizing a Budget Amendment in the amount of \$52,000 to increase the base pay for the part-time Video Services Unit and Telecommunicator positions in the Special Services Division of the Police Department from \$16/hour to \$20/hour. *Introduced at the May 9 regular meeting*

**Councilor Goodman-Hinnershitz moved, seconded by Councilor Daubert, to enact Bill No. 50-2023.**

**Bill No. 50-2023 was enacted by the following vote:**

**Yeas: Butler, Daubert, Goodman-Hinnershitz, Miller, Ventura, Reed, President - 6**

**Nays: None - 0**

## **INTRODUCTION OF NEW ORDINANCES**

Councilor Butler read the following ordinances into the record:

**A. Ordinance** – amending the City of Reading City Code Section 496- 101 Definitions and 496-104 Screening All Dumpsters and Trash Receptacles by increasing the allowable size of the screening to no higher than six (6) feet in height, unless a higher structure is required to adequately screen the dumpster

**B. Ordinance** – amending the City Council budget by adding \$35,000 for District Events to the Community Promotions line item.

**C. Ordinance** – amending the City Code Section 576-403, Parking Prohibited in Specific Areas and 576-416 Notice of Violation, Waiver, Part C both regarding the use of parking stalls

**D. Ordinance** – authorizing the purchase of 301 S. 3<sup>rd</sup> Street from the Reading Redevelopment Authority (RRA) for use by the Reading Recreation Commission. The purchase price is \$150,000 from ARPA funding and the cost of partial demolition and renovation is estimated at \$400,000

**E. Ordinance** – authorizing the allocation of \$500,000 in ARPA funding to the Reading Redevelopment Authority (RRA) for the acquisition, remediation, and disposition of blighted properties within the city. The RRA has a plan to address blighted properties through a plan devised to acquire blighted properties and take action to either have them rehabilitated or demolished. RRA will acquire, stabilize, maintain, and dispose of these properties with an annual goal of 50 per year as funding allows.

**F. Ordinance** – authorizing the opening and development of the 500 block of Lincoln Street, revising the curb alignments of River Road, Spring Street and Schuylkill Avenue, and providing related traffic pattern changes as depicted on the “River Road Extension Project” drawings, as per City Code Section 576-102, 576-207 and 576-209

## RESOLUTIONS

### **Pending – define initiatives to move forward**

**Resolution 45-2023** – adopting and committing to the implementation of the Downtown Plus Strategic Master Plan as a guideline for the specified Downtown core areas described in the plan.  
*Tabled at the April 10<sup>th</sup> regular meeting*

**A. Resolution 63-2023** – reappointing Frank Forster to the Plumbing Board

**Councilor Goodman-Hinnershitz moved, seconded by Councilor Miller, to adopt Resolution No. 63-2023.**

Councilors Goodman-Hinnershitz and Miller described the expertise Mr. Forster brings to this board.

**Resolution 63-2023 was adopted by the following vote:**

**Yeas: Butler, Daubert, Goodman-Hinnershitz, Miller, Ventura, Reed, President - 6**

**Nays: None - 0**

**B. Resolution 64-2023** –appointing \_\_\_\_\_ to the Reading Redevelopment Authority

**Councilor Goodman-Hinnershitz nominated Steven Yarnell, seconded by Councilor Daubert.**

Councilors Goodman-Hinnershitz, Daubert and Miller agreed that Mr. Yarnell has the best understanding about the function of this Authority and will be able to hit the ground running.

**Resolution 64-2023, appointing Steven Yarnell to the Redevelopment Authority, was adopted by the following vote:**

**Yeas: Daubert, Goodman-Hinnershitz, Miller, Reed, President - 4**

**Nays: Butler, Ventura - 2**

#### REPORT FROM DEPT. DIRECTORS, BOARDS, AUTHORITIES, & COMMISSIONS

None.

### COUNCIL REPORT

Councilor Ventura stated that she attended Representative Cepeda-Freytiz Youth Resource Fair, the vigils at Olivet, the Real Deal and The Village.

Councilor Goodman-Hinnershitz noted the upcoming festival at the Pagoda. She will release more detail as it becomes available.

Councilor Butler stated that he and the City Clerk attended the Night in the Heights event over the past weekend, organized by the College Heights Community Council. He noted that he was unavailable for the Haitian flag raising.

Councilor Miller stated that he attended the community conversation at CollegeTowne regarding electric charging stations and the meeting with Congresswoman Houlihan at the LGBT Center. He also stated that he attended the LGBT Center dedication and the Haitian flag raising.

Council President Reed described the long-term speeding problem on Hampden Blvd, noting that four (4) accidents occurred over 30 hours during a past weekend. She stated that she brought this problem up at the RATS (Reading Area Transportation Study) meeting and is in the process of scheduling a community meeting with PennDOT and County traffic planners. She stressed the need to gain control over this problem.

### ADMINISTRATIVE REPORT

The managing director highlighted the report distributed electronically and attached to the agenda (see below). He described the home improvement plan being organized by the Community Development Department for homeowners 62+. He stated that the Intergov software that will replace Hansen is scheduled to go live in early June. He noted that this one program will centralize all the City's information.

**TO:** City Council  
**FROM:** William M. Heim, Managing Director  
**PREPARED BY:** Kenya S. Edmonds, Special Assistant  
**MEETING DATE:** May 22, 2023  
**AGENDA MEMO DATE:** May 17, 2023

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## **COMMUNITY DEVELOPMENT:**

The Community Development Department has the following updates:

**ACCOMPLISHMENTS** For the period starting April 3<sup>rd</sup>, throughout April 14<sup>th</sup>.

- The following tasks are completed through various divisions within Community Development.
  - Community Development finalized discussions with HUD’s representative for Healthy Home grant. The grant was awarded earlier this year for \$1.3 million. The result detailed the process of implementation over the next 42 months. Additional staffing to coordinate daily tasks will be required to properly administer the program once it is in place.
  - Met with Southeast Regional Assistant with the office of the Governor. The meeting focused on establishing additional opportunities for the revitalization of the City. Among the requests made is to expedite the delivery of an approved \$3.6 million whole home repair program to Berks County. When awarded, the City will be a sub-recipient of \$2.0 million. In addition, the City requested additional Housing Options Grant Program-Multi-family (HOP-MF), PHFA. The deadline to apply is May 19 for affordable housing. CD will take the lead completing online application.
  - EnerGov training for CD staff enters the train-the-trainer’s phase which requires allocation of more manpower for adequate training. Confidence level for going live is reasonable for handling Zoning and Planning applications. Whereas Building and Trade lags in finalizing the configuration process. This step is mandatory before commencing train the trainer phase. As for Property Maintenance, the largest user of this new software, they have successfully completed tasks configuration for all 30 individual operations. However, rental unit auto scheduler remains unsolved. Auto-scheduler is imperative for scheduling 20,000 rental apartments based on availability of manpower and annual inspection rota.
  - City Staff met with GRCA, Berks County Planning, and Community Foundations to discuss the next steps for initiating a zoning overlay known as Transient Oriented District (TOD). GRCA received a DCED grant to assist in developing preliminary zoning overlay addressing the upcoming improvements within the downtown district. The study will take into consideration possible locations for passengers’ rail stations.
  - Met with DCED regional Director to inquire about Municipal Assistance Program (MAP) funds. When awarded the grant, CD will be used for developing a City-wide comprehensive plan. The revised Com plan will replace the current plan which was approved by the City Council in 2000. The Comp Plan will be instrumental in revising Zoning and Subdivision and Land Development Ordinances. Application will be submitted late May.
  - Property Maintenance division, completed 132 quality of life inspections/citation, scheduled 64 health, fire and safety inspections, 203 residential inspections for 2-year or property transfer, 3 court appearances and issued 14 notices of violations.
  - Building and Trade received 34 permit applications, two sets of full plans (architectural, MEP), completed reviewing 4 plan reviews, approved 6 plans, issued 40 building permits for various

contraction tasks, and approved 4 cases of utilities restorations. Building and trade Inspectors approved 67 inspections and denied 8 inspections.

- Historic preservation Specialist, received 3 applications of completion of appropriateness (COA), approved 1 application, issued 1 building permits, and supported 15 City residents with their applications whom requesting a modification to exterior of residential or commercial façade.

## **FINANCE:**

- The Finance Department's IT Division has the following updates:

## **ACCOMPLISHMENTS**

- **IT Update**

- IT staff participated in EnerGov Train the Trainer sessions.
- Recently on-boarded Tyler Support Specialist position, employee is receiving training in that new role.
- The fiber optic installation was completed serving the Public Works facility. Continuation will focus on City Hall, followed by City remote sites.
- New firewalls are being configured and installed to serve the Fire stations.
- A replacement backup firewall for City Hall will be installed by 5/12/23.
- The Microsoft 365 roll out to City staff has begun.

- **CSC Update**

### **Keystone Collections/Business Privilege Tax**

- In conjunction with the upcoming conversion to the EnerGov system, it is anticipated that new business applications will be submitted to Keystone monthly for processing. Research and inquiries directed to Keystone have resulted in securing a spreadsheet containing the mandatory fields for set up. This information was provided for inclusion in the configuration process.

### **Hansen to EnerGov Data Conversion**

- The CSC Manager has been working with IT Division staff to devise solutions to areas of concern resulting from the data conversion process and were identified by various City Departments as part of the Energov vs. Hansen systems testing and comparison process.

### **EnerGov**

- The following outstanding items have been identified and are without complete resolution at this time:
  - Export of data to Keystone or any other collector for current new business privilege tax set-up
  - Export of delinquent fees to ARB or any other collector for delinquencies, data, and fee collections
  - Import of collection receipts (this will involve several offices)
  - Batch processing for Business Privilege License and Housing bills, trade license renewals, health permits, etc.

- **Accounting Update**

- The Q1-2023 School Crossing Guard services invoice in the amount of \$89,871.67 was issued.
- The Accounting Manager researched and responded to inquiries and document requests from the City's external auditors.
- A few upcoming projects were identified for the Accounting Department intern recently hired for the summer of 2023.
- An internal Munis system payment processing manual for new employees is in the final stages of drafting.
- Accounting staff are preparing to monitor the financial workflow during the upcoming vacancy for the Grants Coordinator position.

- **Grants Update**

**Strategic Management Plan**

- Submission to PA DCED will occur on 5/19/2023.

**Advancing Health Literacy**

- The No Cost Extension application has been drafted and budget items are being finalized.

**Charging Fueling Infrastructure**

- The application is due on May 31, 2023.
- A general community meeting was held on 5/9/2023 and a business community meeting is scheduled for 5/17.
- Receipt of letters of support from pertinent legislators and MetEd are pending.
- Valuations are needed of in-kind land and salary cost share contributions.

**DCED Multimodal**

- An application is planned for submission by 7/31 to address the Skyline Drive area.

- **Purchasing Update**

**Recently Awarded**

- 19<sup>th</sup> Ward Pumping Station to Entech Engineering, Reading, PA, in the amount of \$767,066.
- 2023 Roads Program Project to Allan Myers, LP, Worcester, PA in the amount of \$4,903,555.

**Current Projects**

- 2022/2023 Sidewalk Replacement and Public Sidewalk Replacement Program
- The awarded contractor shall be awarded a two-year contract to perform the sidewalk and/or curb removal and reinstallation. A list of local contractors was provided by the CD Director. It is anticipated that this project will be advertised shortly.
- Camp Lily

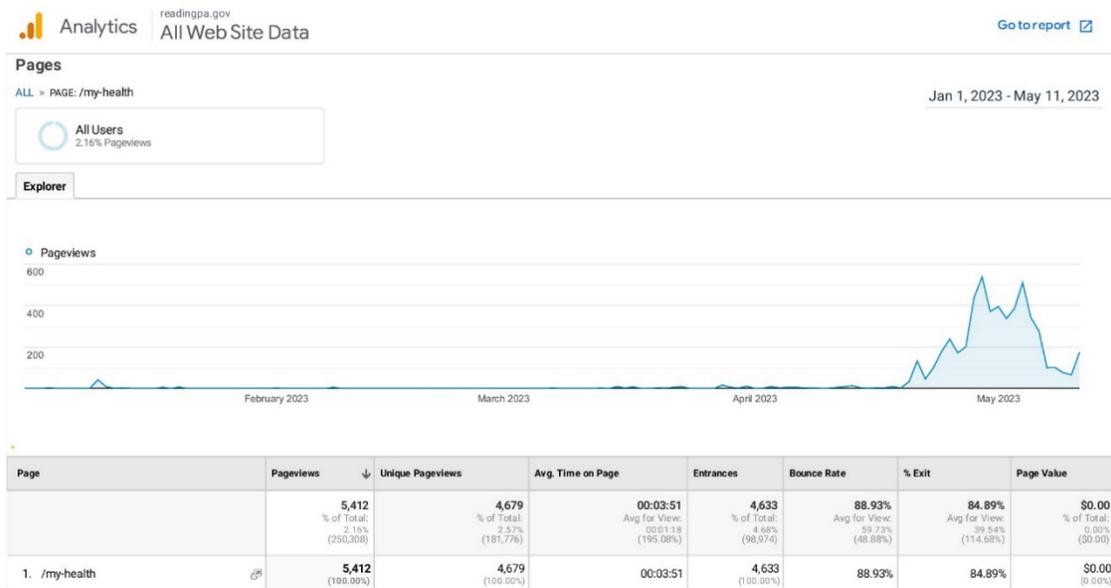
- This bid will provide for the complete demolition of the existing sidewalk, railing and wooden landing, ramp and railings indicated or as required in preparation for alterations and construction of a new concrete ramp and sidewalk with new railings. Bids are due on June 6, 2023.

- **Controller Update**

- 100% of the time is focused on external audit.

- **Advancing Health Literacy (AHL) Grant**

- Year 1 media campaign underway, highlighting details of grant milestones and directing to new website/landing page for resources about COVID-19, vaccination, etc. Based on that campaign, we can claim some early success as according to the analytics, it is the 2<sup>nd</sup> highest viewed page on our website out of 2700 pages.



- **Capital Projects**

- **8<sup>th</sup> and Court Boiler System**

- While under construction by Blanski Energy Services, a possible conflict with structural damage was identified. The HVAC contractor is on board to delay work if necessary.

- **Radio Booster Project**

- An award was made to Berkshire Systems and the contract is currently pending with the Legal Department.

- **City Park Playground**

- The project is under construction by Empire Services with a contracted completion date of 12/31/22. A notice of violation was issued to the contractor and final completion is expected by May 19, 2023.

- **Reading Skate Park**

- The contract with Land Tech has been completed and the contract with Grindline is currently pending with the Legal Department.

**Baer Park Lighting**

- Funding is needed for the project and an update is pending from a potential source.

**Egelman's Dam**

- The ECS drilling was completed. Bog turtle hazard and State Historical Preservation Office (SHPO) cultural importance have been identified. Research is ongoing.

**Police Department Evidence Storage Area**

- Lighting repairs are needed for Public Works staff to continue the electrical and plumbing work. An additional plumbing leak in the first-floor bathroom has seeped water into this area.

**Reading Public Library HVAC**

- Alan Shuman has expressed interest in cost-sharing. The presence of lead is back in the discussion and a change order is pending. A project close-out meeting was held on 4/27.

## **ONGOING PROJECTS**

- EnerGov – Go-live is scheduled for June 6, 2023. At that time, we stopped entering permit and licensing data in Hansen and exclusively operate in the Energov module of MUNIS. Once we go live, we will then begin to remove access to Hansen for most current users. This slightly aggressive approach is needed to force legacy staff to embrace the new system. We have had significant difficulties getting our subject matter experts to own their role in the new system so this approach is needed. I expect to get pushback and consternation from a few people, but it is a part of the growing pains as we modernize our systems.

## **DECISION MAKING**

- Considering a proposal from IAFF local to offer annual cancer screenings for active-duty members. Our health insurance broker has priced two quotes to compare with the one from the union and that seems the most optimal so far. If agreed, we will ultimately codify in an MOU that will be folded into the next contract.

## **FIRE:**

The Fire Department has the following updates:

### **Accomplishments:**

- The new EMS chase unit went into service on Thursday May 11. This is manned by the EMS shift Lieutenant and covers some of the low-level calls as well as allowing the Lieutenant to complete required paperwork.

### **ONGOING PROJECTS:**

- 9<sup>th</sup> and Marion Station – Slow progress. Tentative completion is now June 9, 2023
- Production on the 2 new Engines purchased last year through CDBG is progressing. Four of our members will be going to the factory in Appleton, Wisconsin on May 20 for final inspection of both apparatuses.
- The EVT mechanic position was advertised this week on the City website as well as Indeed. Hopefully, we will have some qualified applicants soon.

## **DECISION MAKING**

- Two minor discipline issues were handled in my office. No grievances were filed.

## **Library:**

The Library has the following updates:

### **ACCOMPLISHMENTS**

- Staff answered 11,876 Reference Questions in April.
- One of our virtual Children’s Story Time Videos “Zap, Clap, Boom! The Story of a Thunderstorm” went a little “viral” on YouTube receiving over 7400 views in four days.

### **ONGOING PROJECTS**

- Filling vacant positions: We have filled one of the two open Librarian II positions. I will be taking action soon regarding the other Librarian II position and the open Assistant Director position.
- HVAC/generator project is ongoing but seems to be making good strides towards completion.
- RFP for evaluating our bank has been made public. We are waiting for proposals.
- Still working on getting hotspots ready to circulate to patrons and getting hotspots and iPads ready for the Digital Literacy Instructor project. We hope to have these ready for the public in June or July at the latest.
- We are in the final stages of having a refrigerator and food pantry located on the outside of the SE Branch to help supply healthy food for residents. We will be having a Grand Opening for this project on Monday June 5 @ 11am.

### **DECISION MAKING**

- Decided to move forward with an upcoming project that will help to increase ESL classes offered in Reading. We will be collaborating with the Literacy Council and RSD on this in the fall.

### **CHALLENGES/OTHER ISSUES**

- We were excused from the Lawsuit against Parking Authority, Library and City.
- There are some issues with the back yard of a property that connects with the library’s Foundation building and parking lot. We have been having issues with excessive trash, dead animals, people using it as a living space/storage space/bathroom, and there has been drug activity here as well. It is making staff feel uncomfortable and unsafe as the parking connects to this yard. Have talked to the police about this, which helped a little. I recently made a complaint to the City’s Irequest.

## **POLICE:**

The Police Department has the following updates:

### **ACCOMPLISHMENTS**

The results of the latest Neighborhood Gun Violence Unit detail. The unit conducted enforcement operations on May 11th that resulted in the following:

- Felony Arrest – 2
- Warrant Service – 2

Stolen Firearm Recovered – 1  
Traffic Stops – 9

## **PUBLIC WORKS:**

The Public Works Department has the following updates:

## **ACCOMPLISHMENTS**

- Parks swings, Slides, Nets – Completed
- Solid Waste/Recycling Division Manager completed the “Speed Spanish” Course through BTI and received a certificate, next step is to take “Speed Spanish 2” with the goal of acquiring a basic understanding and comprehension of the language over the next year.
- Solid Waste/Recycling Division Manager interviewed two (2) applicants for open part-time positions in the Solid Waste Division, one was hired and the second is under consideration, after filling these positions we will be fully staffed for the first time in a year.
- The Heritage Park outfall replacement project had a final inspection with the contractor. The new split rail fence was noted to require attention again with rail replacement. Also, the rental security fencing is having brush cleared from it prior to its removal and return.

## **ONGOING PROJECTS**

- Baer Park and 3rd and Spruce groundbreaking was held 5/10.
- Roof construction began at 3<sup>rd</sup> & Spruce.
- Clean City Coordinator Ryan signed up 4 new participants in the “Adopt-A-Block” initiative bringing the number to 126 as of 5/10/2023 and installed 6 new signs. Ryan also organized and facilitated the annual “Great American Clean-Up” Saturday 4/22/2023 at City Park in conjunction with the Earth Day Celebration. 350 Volunteers cleaned 12 sites and their surrounding areas across the City picking up 482 bags of trash, 32 tires, 23 TVs, 33 bags of yard waste as well as cleaning 32 storm drains totaling 7.77 tons of litter and trash cleaned from our streets, sidewalks, alleys, and public spaces.
- The Clean City Team (City Staff) completed 36 clean-up and illegal dumping projects picking up 275 bags of litter and 37 bulk items. Staff picked up 30 tires and 34 TV’s. 19 dead animals were removed from the streets, 90 recycling bins were delivered and 126 storm drains checked with 65 cleaned of 10 bags of litter. Clean City Program “Gateway Tuesday” is ongoing.
- 19th Ward Pump Station and Force Main Projects - The complete force main permit modification application packet submitted to PA DEP. City staff and the CM team have contacted the property owner about easements required for the force main to continue the property acquisition.
- The City selection team interviewed the top team for the new 19<sup>th</sup> Ward pump station design and Purchasing provided the recommendation to Council for the bid award.
- Climate Action Plan (L-CAP) workshops meetings scheduled for June 5th 5pm, June 10th 11 am (SE branch RPL), June 7th 5pm, June 17th (NE branch RPL) - sign up & flyers will be distributed week of 5/15- 30 people max at each session. Administration & Council invited to attend as residents (in-house sessions will be scheduled for July).
- Lucky’s Lane (339 S. 7th Street) garden install scheduled for May (regarding by RAWA to begin stone installation week of 5/15).

- River Road Extension – The Contractor has completed all the work except for some pavement markings and fencing. An informal punch list was generated yesterday. It appears the project will be under budget. I have instructed that our consultant generate a work order to allow the city to be reimbursed for costs already paid by the city in order to fully expend the Federal grant.
- 2023 Paving Project, Contract No. 1 – The bids were opened on 4/17/23 and Council awarded on 5/8/23 to Allen Myers low bid at \$4.9M, which is under the estimated cost of \$6.1M. The Purchasing issue was resolved, and we are awaiting Law to process the contract.
- 18W Liggett Ave/Hancock Blvd. Intersection – SSM and city are scheduling a meeting with the 18W committee to do a final review of the final plan, hopefully for next week. SSM to then finish the final drawings and specs for bidding this summer. This will be bid on with 2 contracts: one for storm sewer and one for paving. Anticipated total cost is \$3M. The cost for this project, the current 2022 Paving Project, will probably exceed the available 2023 LFT budget so we will split the Intersection project and push the remaining work into 2024.
- 18W Bike Safety Trail Project – Layer 1 of this project is to install the curbed boulevard islands and is completed except for the Liggett Ave. Intersection section. This section will be complete with the Intersection project (noted above). Layer 2 is the bike trail. MTA has provided their cost estimate to provide the Bike Trail engineering and appears acceptable and will probably be executed soon.
- Knock-Down Traffic Signals – All 5 signals have been replaced but MetEd has not yet connected the power to the signals at 4th and Court St and 3rd and Buttonwood. Telco and PW are working with MetEd to get this done. The city needs to pay MetEd for the service connection but has not yet sent their invoice.
- N Front Street Traffic Signals Upgrade – SSM to resubmit revised drawing to PennDOT soon and submit final design invoices next week to meet the reimbursement deadline. The Green-Light-GO grant for engineering expires on June 30 this year. The ARLE grant for the construction expires on June 30 of 2024. This project needs to be advertised by July of this year to ensure it is completed by that deadline.
- Buttonwood Gateway Phase 1 – PW received quotes from 2 contractors to complete the sewer main and lateral rehabilitation work for much less than the prior public bid. The low quote is from a Costars contractor which the City will probably utilize.
- Buttonwood Gateway Phase 2 – This is the streetscaping phase which is now in the final design. Tim met with Jamal (Zoom) to confirm his role in this project. RRA owns all the properties that Delval has developed and is the main proponent for this urban renewal program. Jamal agreed to take an active role.
- Castlewood Street Dedication – Cedarville conducted the assessment of the stormwater management system. The report is being revised this week to include an assessment of the capacity of the system. Tim reviewed his expectations of the report with Cedarville this week.
- 13th and Pike Intersection Safety – A draft ordinance is being prepared for Council to approve the extended no parking zones along N. 13th St. per MTA's design. If approved can be incorporated into the 2023 Paving Project.

## **CHALLENGES/OTHER ISSUES**

- 8th and Court boiler system- Under construction- Blanski Energy Services- possible conflict with Structural damages identified. HVAC contractor on board to delay if necessary.
- Egelman's Dam- ECS drill completed- BOG TURTLE hazard identified- Change order executed- SPHO cultural importance identified- researching documents.

- WWTP staff began the trial for an alternative chemical for use in the solid's operation on 03/28. This is to maintain indoor air quality and air permit compliance since we still are unable to obtain a chemical due to a January 11th fire at the manufacturing and warehouse facilities.
- The power transfer issue at 6<sup>th</sup> & Canal Pump Station is being monitored closely following another attempt to resolve with the electrical contractor and their instrumentation subcontractor. Additional control system issues were experienced that need to be addressed.
- The WWTP was in compliance for April with lower permit limits beginning May 1st.
- A surfactant slug load began impacting operations on 04/21 with increases in effluent solids and ammonia being experienced. WWTP staff is closely monitoring and communicating to stay in compliance and reduce impacts. Additional process sampling and analysis was completed to monitor the effectiveness of process control adjustments. Further process control adjustments made as part of the corrective action plan seem to have been effective in ensuring the plant is compliant with the lower summer limits that are effective May 1st.
- Lateral damage on a state route directly under a recent RAWA repair site was excavated for the Sewers team to make the repair at this commercial property.
- Issues with prompt payment of utility bills- not being distributed in a timely manner, nor being received within 30 days is continuing to result in substantial late fees (which can & should be avoided). Electronic (EFT or ACH) payment to utilities (Met-Ed, UGI, Comcast, & Direct Energy) is requested.
- Request from a resident about beekeeping- we do not have any ordinances specific to beekeeping- asking resident to connect with local beekeeper group & to register hive with PA Dept. of Ag. Model ordinance under consideration with EAC- on May's agenda.

#### **UPCOMING EVENTS:**

L-CAP Workshops: SE RPL: June 5 & June 10, NE RPL: June 7 & June 17

Juneteenth w/ NAACP, Elks Lodge: June 17th

Good Medicine Indigenous Wellness Celebration: June 3rd, Riverfront Park (10am)

EAC WWTP Tour, June 27, noon (staff/administration/ council welcome)

EJ Dives Picnic in the Park, July 8th (w/ 18th Wonder)

Riverzilla: August 12, Riverfront Park

## **CITY AUDITOR'S REPORT**

### **Monday, May 22, 2023**

#### **Real Estate Transfer Tax - Update from 1/1/2019 to 04/30/2023**

For the current year, six million was budgeted for the Real Estate Transfer Tax revenue line item. And

as of April 30, 2023, \$2,377,371.20, or 40% of the total revenue budgeted was recorded for this revenue line item. During the first four months of this year, about \$527,000 less in revenue has been collected for Real Estate Transfer Tax compared to the amount recorded during the same period in 2022. (see Table #1). Also, during this period, 776 Real Estate Transfer Tax Transactions were completed, of which 133 were non-taxable and 643 were taxable transactions. (See Table #2). Additionally, \$167,860.00 was recorded for Properties sold for more than half a million dollars (See Table #3) The City receives a 3.5% Real Estate Transfer Tax on the sale value of all taxable real estate transactions.

(See Table #1)

Month	2023	2022	12/31/2021	12/31/2020	12/31/2019
January	537,365.84	702,030.86	535,849.04	323,123.52	223,920.68
February	429,825.33	512,582.49	523,300.89	511,220.85	615,116.21
March	734,930.69	954,153.08	1,178,885.61	601,103.82	266,411.11
April	675,249.34	736,240.82	717,308.73	235,765.07	548,506.44
May		883,522.38	447,710.27	157,245.87	441,084.11
June		842,707.71	719,042.39	1,464,932.00	363,997.72
July		793,696.36	752,234.50	437,026.44	359,547.89
August		747,631.78	1,078,840.76	361,892.51	353,006.61
September		654,921.99	678,323.20	501,228.42	350,731.42
October		958,192.93	480,665.62	493,787.54	340,908.53
November		619,275.83	844,193.89	510,649.58	330,855.79
December		512,935.97	837,430.85	993,086.79	457,238.03
<b>Total Revenue</b>	<b>2,377,371.20</b>	<b>8,917,892.20</b>	<b>8,793,785.75</b>	<b>6,591,062.41</b>	<b>4,651,324.54</b>
<b>Total Budgeted</b>	<b>6,000,000.00</b>	<b>5,500,000.00</b>	<b>4,700,000.00</b>	<b>4,200,000.00</b>	<b>3,800,000.00</b>
<b>Over/(Under) Budget</b>	<b>(3,622,628.80)</b>	<b>3,417,892.20</b>	<b>4,093,785.75</b>	<b>2,391,062.41</b>	<b>851,324.54</b>

Table #2

Month	Taxable	Non-Taxable	Total Transactions
January	148	35	183
February	137	33	170
March	202	30	232
April	156	35	191
<b>Total</b>	<b>643</b>	<b>133</b>	<b>776</b>

Table #3

Month	Property Address	Sale Price	Rate - 3.5%
January	610 N 5th Street	576,000.00	20,160.00
February	111 S 6th Street	670,000.00	23,450.00

February	1274 Hill Rd	500,000.00	17,500.00
March	1040 Liggett Ave.	900,000.00	31,500.00
April	1630 N 9th Street	2,150,000.00	75,250.00
<b>Total</b>		<b>4,796,000.00</b>	<b>167,860.00</b>

**Earned Income Tax (EIT)/Earned Income Tax Prior Year – Update as of 04/30/2023**

As of April 30, 2023, the revenue line items of EIT and EIT Prior City’s General Fund have recorded a combined total revenue of about \$8.4 million, or 36% of the total amount budgeted. Because the majority of the revenue recorded for EIT Prior Year occurs during the first quarter of the year; as of April 30, 2023, this revenue line item has already recorded approximately \$7.1 million. Even though the combined budget for these two revenue line items is about \$2.4 million more in 2023 compared to 2022 budget, about \$24.7 million was recorded in 2022. And if these revenue line items continue the same path as last year, there is a high probability that the Earned Income Tax revenue will meet its budget target in 2023.

**Earned Income Tax Revenue - Comparison between YTD 2022 and as of 4/30/2023**

<b>Earned Income Tax</b>	<b>2023 Budget</b>	<b>4/30/2023</b>	<b>Variance</b>	<b>2022 Budget</b>	<b>12/31/2022</b>	<b>Variance</b>
<b>Earned Income</b>	16,452,000.00	1,335,712.34	(15,116,287.66)	15,512,120.00	18,009,845.88	2,497,725.88
<b>EIT Prior</b>	6,971,000.00	7,155,446.69	184,446.69	5,500,000.00	6,782,788.57	1,282,788.57
<b>TOTAL</b>	<b>23,423,000.00</b>	<b>8,491,159.03</b>	<b>(14,931,840.97)</b>	<b>21,012,120.00</b>	<b>24,792,634.45</b>	<b>3,780,514.45</b>

**User Fees Revenue – Update from 12/31/2019 to 4/30/2023**

User Fees revenue is the revenue collected for the EMS services that the City provides to its residents.

For the fiscal year of 2023, the City budgeted \$3 million for this revenue line item, and as of April 30,

2023, \$1,333,390.02, or 44% was recorded. If this revenue line item continues this trend, there is a high probability that the User Fees Revenue will exceed its budget target in 2023.

**The chart below illustrates User Fees Revenue Actual vs. Budget from 2019 to 4/30/2023**

	4/30/2023	12/31/2022	12/31/2021	12/31/2020	12/31/2019
<b>User Fees/EMS-YTD Revenue</b>	1,333,390.02	3,047,755.50	3,287,855.40	2,405,142.53	3,333,157.10
<b>Budget</b>	3,000,000.00	3,009,000.00	3,033,500.00	3,196,000.00	3,095,000.00
<b>Over/(Under) Budget</b>	<b>(1,666,609.98)</b>	<b>38,755.50</b>	<b>254,355.40</b>	<b>(790,857.47)</b>	<b>238,157.10</b>

Council President Reed reviewed the upcoming meeting schedule.

Chief Stoudt congratulated Councilor Butler for graduating from Kutztown University achieving Magnum Cum Laude.

The meeting adjourned on motion and second by Councilor Daubert and Councilor Miller respectfully.

*Respectfully submitted by Linda A. Kelleher CMC, City Clerk*

**From:** Tanya <parlockt@comcast.net>  
**Sent:** Thursday, May 4, 2023 2:36 PM  
**To:** Council <council@readingpa.gov>  
**Subject:** Public Comment

**WARNING:** This email originated from outside the system

DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Dear Sirs/Madams,

As a resident of the Riverdale section of the City of Reading I wish to offer my formal complaint as to the current traffic situation in this area. This has been an ongoing issue since Amazon moved into the Muhlenberg area. The city could make a mint on just the traffic fines if an officer was stationed here! Trucks are not supposed to come down River Road onto the side streets. It is posted AFTER they get off Rt 12 and are on River Road. They come to Denton and head over through Sofianos and that turn is not designed for those sized trucks. I've stopped several myself and they just say the

GPS Sent them that way! There is little to no police presence in the area unless we call even though this has been an ongoing issue.

We are a quiet neighborhood and like to walk ourselves and our pets but it is very dangerous these days, especially during change of shifts. Speeding is a major concern on Denton, especially. They are late for work and rushing but someone is going to get hurt. There was an accident just this week and I directed traffic away from the area until an officer finally got there. Yes, we are tax paying residents of the City of Reading. I can't tell you the times I've called City of Reading services to have them say "is that in Reading? I don't know that street".

In addition, we have become the trash dump for those driving through our neighborhood on their way to work. Bottles, cans, fast food trash!.

We have brought our concerns to Donna Reed over the past year and her voice has not been heard. We have offered suggestions for additional stop signs or Speed bumps to slow down the speeders even though it will inconvenience the paying residents. Signs for "No Trucks" should be place on Rt, 12 east and west bound **prior** to exit, and on Sofianos Rd by the truck depot and Amazon going towards Denton,so if there GPS is wrong they can see signs.

Please contact me if you have any questions. Hoping not to be forgotten again.

Tanya Parlock  
Berkley Rd, Reading, PA 19605

Dear Council,

I have been a resident of Reading my entire life, and I love this city. However, I would like to express my frustration and concerns about gun violence in our neighborhoods. Our kids are dying and carrying guns and knives to school out of fear for their safety.

I am writing to ask you to introduce and/or support gun violence prevention efforts by passing a resolution by calling for:

- 1) Installation of cameras at City Park
- 2) Gun buyback initiative
- 3) Gang prevention training opportunities for the community

I feel this would be an effective way to reduce gun violence. Our city can be a powerful voice in the fight against reducing violence.

I look forward to discussing this resolution with you and hope that you will sponsor it and introduce it to the city council.

Thank you for considering this request,

Radarra McLendon  
Elm St  
Reading, PA 19601

## Public Works Department

**TO:** City Council

**FROM:** William Heim, Managing Director  
Jamar Kelly, Director of Finance  
Kyle Zeiber, Director Public Works

**PREPARED BY:** David Anspach, Capital Projects Manager

**MEETING DATE:**

**AGENDA MEMO DATE:**

**NOTIFICATION OF ACTION:** COUNCIL APPROVAL OF A CO-STARS PURCHASE FROM THE BRENEMAN COMPANY IN THE AMOUNT OF \$62,500 FOR THE REFURBISHMENT OF CITY COURTS AS LISTED BELOW.

**BACKGROUND:**

The City allocated \$500,000 in Court Resurfacing in the 2023 CIP Budget. These funds were earmarked to repair the surfaces of all types of Courts throughout the City. This allotment continues those efforts by refurbishing courts at **Brookline Park**- 1 Basketball and 1 Pickle ball court, **Barbey's Park**- 1 Basketball Court, **Neversink Playground**- 1 Basketball and 1 Pickle ball court, **Northmont Playground**- 1 Basketball and 1 Volleyball court, EJ Dives- 2 Basketball courts, and **11<sup>th</sup> and Pike Playground**- re-lining of Futsal and Basketball courts.

The Administration remains steadfast in investing in improvements to our City's playgrounds to provide safe and function places for our community to gather and play.

**BUDGETARY IMPACT:**

The project will be funded by the CIP line item for Court Resurfacing Project Number 34-07-71-109 GL Account 34-07-71-48001 in the 2023 CIP budget for \$500,000.

Thus far in 2023 \$143,000 was allocated to Baer Park Basketball, \$24,000 allocated to resurfacing at Front and Shiller, Reading Iron, and Pendorf Basketball Courts. \$100,218.63 at 3<sup>rd</sup> and Spruce Hockey Rink and \$70,000 in City Park Basketball Courts. This investment of \$62,500 will bring the project balance to \$399,718.63 leaving a fund balance of \$100,281.37 to continue the process with additional courts.

**SUBSEQUENT ACTION:**

The budget amendment must be approved by Council.

**RECOMMENDED BY:**

The Managing Director, Director of Administrative Services, and Director of Public Works.

**RECOMMENDED MOTION:**

Approve/Deny the award as presented.

# AGENDA MEMO

## Public Works Department

**TO:** City Council

**FROM:** William Heim, Managing Director  
Jamar Kelly, Director of Finance  
Kyle Zeiber, Director Public Works

**PREPARED BY:** David Anspach, Capital Projects Manager

**MEETING DATE:**

**AGENDA MEMO DATE:** **June 12, 2023**

**NOTIFICATION OF ACTION:** COUNCIL APPROVAL OF A CO-STARS PURCHASE FROM SIGNATURE SIGN INC READING, PENNSYLVANIA, IN THE AMOUNT OF \$49,470 FOR THE PRODUCTION OF THE 800 PENN ST COURTYARD “READING” SIGN.

**BACKGROUND:**

The City is currently engaged in the redevelopment of the 800 Penn Street Courtyard. The restructured courtyard includes a large retaining wall fronting Penn Street that has been elected to be the location of the “READING” sign, also featuring the Pagoda.

The painted aluminum sign is intended to be one of the City’s travel to locations, offering residents and travelers an opportunity to take photos with our City’s name and Logo.

Positioned on one of our main thoroughfares, the 3D sign will stand 4 foot tall, with a 6 foot tall Pagoda, 16 inches deep and stretch 28 feet in overall length, depiction attached. Positioning the sign on the retaining wall will add height to the sign and provide protection. A handrail is positioned behind the sign to prevent climbing on or around the sign. Substantial anchors are also featured to add rigid stability to

the sign. The aluminum construction will provide a long lasting art instillation and graffiti prevention coatings can be applied to prevent damages.

**BUDGETARY IMPACT:**

The project will be funded by the CIP line item under the 800 Courtyard Project Number 34-07-71-169 and funded by CIP line item 34-07-74-48001 in the amount of \$49,470. No additional funds are needed.

**SUBSEQUENT ACTION:**

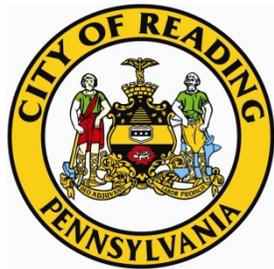
The budget amendment must be approved by Council.

**RECOMMENDED BY:**

The Managing Director, Director of Administrative Services, and Director of Public Works.

**RECOMMENDED MOTION:**

Approve/Deny the award as presented.



## AGENDA MEMO

Public Works Department

**TO:** City Council  
**FROM:** William Heim -Managing Director  
**PREPARED BY:** Steven Harranty- Solid Waste Manager  
**MEETING DATE:**  
**AGENDA MEMO DATE:**  
**RECOMMENDED ACTION:** Council approval to renew the Intergovernmental Cooperation Agreement between the City of Reading and the Reading School District.

**RECOMMENDATION**

The Administration recommends Council approval the annual renewal of an existing Intergovernmental Cooperative Agreement between the City of Reading and the Reading School District regarding the collection and delivery of recyclable items generated at Reading School District locations.

**BACKGROUND**

This is an annual renewal of an Intergovernmental Cooperative Agreement between the City of Reading and the Reading School District regarding the collection and delivery of recyclable items generated at multiple Reading School District locations. In addition, the agreement calls for the City to provide education to the district. The City's provides a lesson for every 4<sup>th</sup> grade classroom and has been adding new educational opportunities with partner schools. The Commonwealth of

Pennsylvania encourages such intergovernmental cooperation agreements. The Reading School District board has already voted to continue this renew this agreement. This is an ongoing program that is beneficial to both the City of Reading and the Reading School District.

**BUDGETARY IMPACT**

This approved agreement will bring \$60,318.68 of revenue into the recycling program budget during the agreement period of July 1, 2023 through June 30, 20224. The agreement can be renewed for additional extensions.

**PREVIOUS ACTION**

This annual agreement was originally made for the District’s 2016-2017 fiscal year with the option for annual renewal with a 2% cost increase. It was renewed in 2017 at a value of \$55,725.14 and again in 2018 at a value of \$56,839.64 with no increase for the 2019/2020 Reading School District fiscal year due to the Covid restrictions and a reduction in recycling collections. For the 2022-2023 academic year the cost was \$59,135.96 reflecting a 2% increase over 2021/2022

**SUBSEQUENT ACTION**

The renewal of the Intergovernmental cooperation agreement must be approved by Council.

**RECOMMENDED BY**

Managing Director and Director of Public Works

**RECOMMENDED MOTION**

Approve/Deny the renewal of the Intergovernmental Cooperative Agreement between the City of Reading and the Reading School District.

Drafted by: Steven Harrity, Solid Waste Manager  
Sponsored/Referred by: William Heim- Managing Director  
Introduced on: June 12, 2023

RESOLUTION NO. \_\_\_\_\_ - 2023

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS FOLLOWS:

The Council of the City of Reading has authorized the Public Works Department to enter into a one-year renewal of the Intergovernmental Cooperation Agreement between the City of Reading and the Reading School District for the collection of recyclable materials at each of the District’s facilities.

This renewal for the 2023-2024 academic year will be a cost to the District of \$ 60,318.68

Adopted by Council \_\_\_\_\_, 2023

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Donna Reed  
President of Council

Attest:

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Linda A Kelleher CMC, City Clerk

Drafted by: Solid Waste Mgr/City Clerk  
Sponsored/Referred by: Councilor Butler  
Introduced on: May 22, 2023  
Advertised on: May 15, 2023

**BILL NO. \_\_\_\_-2023  
AN ORDINANCE**

**AN ORDINANCE AMENDING THE CITY OF READING CITY CODE SECTION 496- 101  
DEFINITIONS AND 496-104 SCREENING ALL DUMPSTERS AND TRASH  
RECEPTACLES BY INCREASING THE ALLOWABLE SIZE OF THE SCREENING**

THE COUNCIL OF THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:

**Section 1:** Council hereby amends Section 496- 101 Definitions and 496-104 Screening all Dumpsters and Trash Receptacles as set forth in Exhibit "A" attached hereto and incorporated;

**Section 2:** This ordinance shall become effective ten (10) days after approval in accordance with Sections 219 and 221 of the City of Reading Home Rule Charter.

Enacted \_\_\_\_\_, 2023

\_\_\_\_\_  
President of Council

Attest: \_\_\_\_\_

City Clerk

Sent to Mayor \_\_\_\_\_ Date: \_\_\_\_\_

Signed by Mayor \_\_\_\_\_ Date: \_\_\_\_\_

Vetoed by Mayor: \_\_\_\_\_ Date: \_\_\_\_\_

Over-ridden by Council Date: \_\_\_\_\_

**EXHIBIT A**  
**Chapter 496 Solid Waste**

**§ 496-101. Definitions.**

[Amended 7-25-2016 by Ord. No. 26-2016]

The following words and phrases, when used in this Part, shall have, unless the context clearly indicates otherwise, the meanings given to them in this section:

SCREENING — Covering to obscure dumpsters, totes and/or carts (all trash receptacles) from public view by the installation of shrubbery, an opaque fence **no higher than six (6) feet, unless a higher structure is required to adequately screen the dumpster**, a shed or other such device as approved by the City of Reading Zoning Office.

**§ 496-104. Screening all dumpsters and trash receptacles permitted to be visible from the public right-of-way.**

Screening of all dumpsters and trash receptacles shall be required for the purpose of improving the aesthetic and functional quality of every City neighborhood. This part shall apply to all permitted permanent dumpsters, carts, totes and trash receptacles located within public view, new and existing, including temporary dumpsters.

A. Screening area requirements: all screening areas for dumpsters and receptacles permitted to be in the public right of way shall be approved by the Public Works Department and Zoning Administrator (or Planning Commission, where required by this part) on a form approved by the Zoning Administrator and the Public Works Director according to a submitted site plan as regulated by the applicable requirements of this section and the Zoning Ordinance. Screening areas shall be designed, provided, and maintained according to the following:

(1) Screening materials shall be made of durable materials made to endure severe weather conditions.

(2) Screening materials shall be structurally sound and may include but are not limited to the following:

(a) Vinyl, painted wood, cedar, fencing (excluding chain link fences for permanent dumpsters and receptacles - chain link style fences may be used for temporary dumpsters.

(b) Industrial/commercial grade plastic or composite fiber mesh materials (plastic tarps are not permitted).

(c) Live vegetation that provides full screening but that does not exceed four (4) feet. Such vegetation must be regularly maintained by the property owner.

(d) Permanent masonry walls made from material that is similar in appearance to the main structure as approved by the Building/Trade Division when applicable and the Historical Architectural Review Board when the property is located within a historic district.

(3) The screening shall be no higher than ~~four (4) feet~~ **six (6) feet, unless a higher structure is required to adequately screen the dumpster** and any screening structures shall have an opening with a self-latching gate that will allow the regular emptying of the dumpster, cart or tote.

(4) Any gate(s) shall remain closed except when being serviced.

(5) Any screening structure(s) shall be well maintained, remain operable and in good repair.

B. Site plans for Screening - this section shall supersede Zoning Ordinance [600-1303A](#).

(1) May be hand drawn to scale or electronically generated consisting of the dimensions, representation of the structure.

(2) Shall show the location of the structure that:

(a) Provides five (5) feet of open, clear space between the structure and the curb.

(b) Is at least six (6) feet from the property line.

(c) The Zoning Administrator and Public Works Director shall approve the location of all structures in writing prior to the installation of the structure.

(d) The Public Works Director shall be provided with the discretion to authorize plans that fall outside the scope of this section if no other option is available to the property owner or lessee.

**§ 496-105. Existing dumpsters, carts and toters in the public right-of-way.**

Dumpsters, carts and toters that currently sit within the public right-of-way shall comply with the screening requirements and all provisions herein required. The Administration shall draft a plan to assist property owners with existing dumpsters and receptacles with the cost of the screening which shall be submitted to Council for approval by resolution. The plan will be effective from April 1, 2022 through March 31, 2024.

Drafted by: Controller/Finance Director  
Referred by: City Council  
Introduced on: May 8, 2023  
Advertised on: N/A

**BILL NO. \_\_\_\_\_ - 2023**  
**AN ORDINANCE**

**AMEND 2023 BUDGET TO PROVIDE FUNDING FOR CITY COUNCIL DISTRICT EVENTS**

**The Council of the City of Reading hereby ordains as follows:**

**Section One:** The 2023 Budget is hereby amended to provide funding for City Council District Events.

**Section Two:** The amendment will be made in the General Fund – City Council budget, increasing the line item for Community Promotions GL# 010209-47400 in the amount of \$35,000 and will be funded by an increase to Transfer from fund balance of \$35,000 GL# 011491-39900

**Section Three:** This Ordinance shall be effective ten (10) days after adoption pursuant to Sections 219 and 221 of the City of Reading Home Rule Charter.

Adopted \_\_\_\_\_, 2023

\_\_\_\_\_  
President of Council

Attest:

\_\_\_\_\_  
City Clerk

Sent to Mayor \_\_\_\_\_

Date: \_\_\_\_\_

Signed by Mayor \_\_\_\_\_

Date: \_\_\_\_\_

Vetoed by Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

Over-ridden by Council:

Date: \_\_\_\_\_

Drafted by: RPA Solicitor/Council Solicitor/City Clerk  
Referred by: RPA  
Introduced on: May 22, 2022  
Advertised on:

**BILL NO. \_\_\_\_\_ -2023**

**AN ORDINANCE  
AMENDING THE CITY OF READING CODE SECTION 576-403,  
PARKING PROHIBITED IN SPECIFIC AREAS**

**WHEREAS**, the Parking Authority previously conducted a temporary program through City of Reading Resolution 66-2022 that authorized the installation of parking stalls at proscribed locations within the City; and

**WHEREAS**, the program was deemed a success; and

**WHEREAS**, the installation of parking stalls shall be permitted throughout the City pursuant to this Ordinance.

**NOW, BE IT ORDAINED:**

**Section One:** The City of Reading hereby amends City of Reading Code Section 576-403, Parking Prohibited in Specific Areas and 576-416 Notice of Violation, Waiver, Part C pursuant to the Attached Exhibit "A."

**Section Two:** All relevant ordinances, regulations and policies of the City of Reading, Pennsylvania not amended per the attached shall remain in full force and effect.

**Section Three:** If any section, subsection, sentence or clause of this ordinance is held, for any reason, to be invalid, such decision shall not affect the validity of the remaining portions of the ordinance.

**Section Four:** This Ordinance shall become effective ten (10) days after its adoption in accordance with 219 and 221 of the Home Rule Charter of the City of Reading.

Adopted \_\_\_\_\_, 2023

\_\_\_\_\_  
President of Council

Attest:

\_\_\_\_\_  
City Clerk  
Sent to Mayor \_\_\_\_\_  
Date: \_\_\_\_\_  
Signed by Mayor: \_\_\_\_\_  
Date: \_\_\_\_\_  
Vetoed by Mayor: \_\_\_\_\_  
Date: \_\_\_\_\_  
Over-riden by Council: \_\_\_\_\_  
Date: \_\_\_\_\_

## EXHIBIT "A"

### 1. § 576-403. Parking prohibited in specific areas.

Except when necessary to avoid conflict with other traffic or to protect the safety of any person or in compliance with law or the direction of a police officer or other traffic control device, no person shall:

\*\*\*

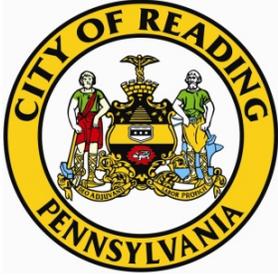
D. Park outside the center of lines designating a parking space, ***with such designated parking locations to be determined from time to time by Resolution of the City Council or the Reading Parking Authority***, but shall be located within a single marked space. No vehicle shall be permitted to occupy more than one parking space at any time. All such regulations apply in the following areas that were included in the temporary program authorized by Resolution 69-2022 and shall be applicable to any area of the City as determined by ordinance of City Council:

<u>STREET</u>	<u>BLOCK</u>
<u>S. 3<sup>rd</sup> Street</u>	<u>300</u>
<u>N. 3<sup>rd</sup> Street</u>	<u>600</u>
<u>N. 3<sup>rd</sup> Street</u>	<u>700</u>
<u>N. 3<sup>rd</sup> Street</u>	<u>800</u>
<u>N. 3<sup>rd</sup> Street</u>	<u>900</u>
<u>S. 6<sup>th</sup> Street</u>	<u>400</u>
<u>S. 6<sup>th</sup> Street</u>	<u>200</u>
<u>S. 6<sup>th</sup> Street</u>	<u>300</u>
<u>N. 6<sup>th</sup> Street</u>	<u>900</u>
<u>N. 6<sup>th</sup> Street</u>	<u>1000</u>
<u>N. 6<sup>th</sup> Street</u>	<u>1100</u>
<u>N. 6<sup>th</sup> Street</u>	<u>1200</u>
<u>S. 9<sup>th</sup> Street</u>	<u>100</u>
<u>S. 9<sup>th</sup> Street</u>	<u>200</u>
<u>S. 9<sup>th</sup> Street</u>	<u>300</u>
<u>N. 9<sup>th</sup> Street</u>	<u>500</u>
<u>N. 9<sup>th</sup> Street</u>	<u>600</u>
<u>N. 9<sup>th</sup> Street</u>	<u>700</u>
<u>S. 12<sup>th</sup> Street</u>	<u>100</u>
<u>S. 12<sup>th</sup> Street</u>	<u>200</u>
<u>S. 12<sup>th</sup> Street</u>	<u>300</u>
<u>N. 12<sup>th</sup> Street</u>	<u>500</u>
<u>N. 12<sup>th</sup> Street</u>	<u>600</u>
<u>N. 12<sup>th</sup> Street</u>	<u>700</u>
<u>N. 12<sup>th</sup> Street</u>	<u>800</u>
<u>Mulberry Street</u>	<u>600</u>
<u>Mulberry Street</u>	<u>700</u>
<u>Mulberry Street</u>	<u>800</u>
<u>Pear Street</u>	<u>600</u>

**§ 576-416. Notice of violation; waiver.**

2. C. The following penalties shall be charged to the owner or operator of a vehicle for a violation of these enumerated sections:

Code	Violation	Penalty	10 day Penalty	30 day Penalty
576-403	<b>Parking outside Stall lines or Parking more than One vehicle in one space</b>	<del>\$45 25</del>	<b>\$22.50</b>	<b>\$22.50</b>



## Office of the Managing Director Memorandum

**TO:** City Council

**FROM:** William Heim, Managing Director

**MEETING DATE:** May 22, 2023

**AGENDA MEMO DATE:** May 16, 2023

**RECOMMENDED ACTION:** Council approve the purchase of 301 S. 3<sup>rd</sup> Street from the Reading Redevelopment Authority (RRA) for use by the Reading Recreation Commission. The purchase price is \$150,000 and the cost of partial demolition and renovation is estimated at \$400,000.

**BACKGROUND:**

301 S. 3<sup>rd</sup> Street has been owned by RRA for extended period of time. Initially, the County of Berks leased the property from the RRA as a site of a Berks County Probation Office program wherein probationers perform maintenance work on City parks. During the lease period, the Reading Recreation Commission began storing its equipment in or at the building. The RRA and the County terminated the lease prior to its expiration. The Reading Recreation Commission continued storing its equipment in or at the building. In late 2022, the RRA offered to sell the building to the City of Reading for \$150,000, a decrease in the appraised value of \$162,900. The City offered a significantly lesser amount due to the condition of the building. The offer was not accepted. In April of 2023, the RRA issued a Notice to the City of Reading that the Rec Commission was ordered to vacate the building by the property owner RRA. Since that time, the RRA has left the building vacant, and the Rec commission has regained some use, including parking their transport vans in the lot behind the building. An appraisal on the building opined a value of \$162,000

**BUDGETARY IMPACT:**

The \$150,000 will be paid from ARPA funds. The city has also planned up to \$400,000 for demolition of rear portion of building and renovations, also out of ARPA funds, but this could be accomplished over several years using CIP funds.

**SUBSEQUENT ACTION:**

The ordinance to approve this purchase must be approved by Council.

**RECOMMENDED BY:**

The Managing Director.

**RECOMMENDED MOTION:**

Approve/Deny the award as presented.

Drafted by	City Solicitor’s Office
Sponsored by/Referred by	Managing Director
Introduced on	May 22, 2023

**BILL NO. \_\_\_\_-2023**

**AN ORDINANCE AUTHORIZING THE CITY TO PURCHASE THE PROPERTY AT 301 SOUTH 3RD STREET, PARCEL NO. 01530634688457, FROM THE READING REDEVELOPMENT AUTHORITY FOR \$150,000**

**WHEREAS**, the City desires to purchase the property located at 301 S. 3<sup>rd</sup> Street from the Reading Redevelopment Authority; and

**WHEREAS**, the property has been appraised at \$162,900; and

**WHEREAS**, the City intends to continue to use the property for storage for both the City and the Reading Recreation Commission but also intends to demolish a portion of the property and rehabilitate the property so that it can be put to greater use; and

**WHEREAS**, the purchase may be funded, at least in part, by funds received through the American Rescue Plan Act.

NOW, THEREFORE:

**Section 1:** The Mayor is authorized to execute a sales agreement in an amount up to \$150,000 to purchase the property at 301 S. 3<sup>rd</sup> Street, Parcel Id. No. 01530634688457.

**Section 2:** All relevant ordinances, regulations and policies of the City of Reading Not amended by the attached shall remain in effect.

**Section 3:** If any section, subsection, sentence or clause of this ordinance is held, for any reason, to be invalid, such decision shall not affect the validity of the remaining portions of the ordinance.

**Section 4:** This Ordinance shall become effective ten (10) days after its adoption in accordance with 219 and 221 of the Home Rule Charter of the City of Reading.

Adopted \_\_\_\_\_, 2023

\_\_\_\_\_  
President of Council

Attest:

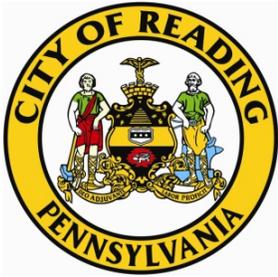
\_\_\_\_\_  
City Clerk

Sent to Mayor \_\_\_\_\_ Date: \_\_\_\_\_

Signed by Mayor \_\_\_\_\_ Date: \_\_\_\_\_

Vetoed by Mayor: \_\_\_\_\_ Date: \_\_\_\_\_

Over-ridden by Council: Date: \_\_\_\_\_



**TO:** City Council

**FROM:** William Heim, Managing Director  
Jamal Abodalo, Director of Community Development

**MEETING DATE:** May 22, 2023

**AGENDA MEMO DATE:** May 16, 2023

**RECOMMENDED ACTION:** Council approve allocating \$500,000 toward the acquisition, remediation, and disposition of blighted properties within the city.

**BACKGROUND:**

The Reading Redevelopment Authority (RRA) has a plan to address the problem of blighted properties in the city. A newly constituted board was formed in August of 2022 and since then, a plan was devised to acquire blighted properties and take action to either have them rehabilitated or demolished. RRA will acquire, stabilize, maintain, and dispose of these properties with an annual goal of 50 per year as funding allows. The plan details a variety of ways to do this, and the RRA and consultants are creating standard operation procedures to be followed in this process. Initially, the RRA will acquire properties that are identified as more easily obtainable, including getting cooperation from owners.

**BUDGETARY IMPACT:**

The \$500,000 will be paid from ARPA funds. This amount will be enough to start the process of addressing some properties chosen for action. Additional funds will be needed to acquire and remediate more properties in the future. There is an additional \$1,000,000 in ARPA funds planned for the RRA contingent upon the establishment of a Land Bank. If desired, these could be reassigned for acquisition, remediation, and disposition of blighted properties by the RRA without having a Land Bank.

**SUBSEQUENT ACTION:**

The ordinance to approve this purchase must be approved by Council.

**RECOMMENDED BY:**

The Managing Director.

**RECOMMENDED MOTION:**

Approve/Deny the award as presented.

Drafted by	City Solicitor's Office
Sponsored by/Referred by	Managing Director
Introduced on	May 22, 2023

**BILL N O. \_\_\_\_\_ 2023**

**BUDGET APPROPRIATION OF THE 2022 AMERICAN RESCUE PLAN ACT (ARPA) FUND TO INCREASE THE BUDGETED EXPENSE AMOUNT FOR AN AWARD OF \$500,000 TO THE READING REDEVELOPMENT AUTHORITY TO SUPPORT ITS BLIGHTED PROPERTY REMEDIATION PROGRAM**

**THE COUNCIL OF THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:**

**SECTION 1.** The 2023 ARPA Fund Budget is hereby amended to appropriate the budgeted expense for an award of ARPA funds in the amount of \$500,000 to the Reading Redevelopment Authority for its blight remediation program.

**SECTION 2.** All ordinances or parts of ordinances which are inconsistent herewith are hereby repealed.

**SECTION 3.** This Ordinance shall become effective ten (10) days after its Adoption in accordance with Sections 219 & 221 of the City of Reading Home Rule Charter.

Enacted by Council \_\_\_\_\_, 2023

\_\_\_\_\_  
President of Council

Attest:

\_\_\_\_\_  
City Clerk

Sent to Mayor \_\_\_\_\_ Date: \_\_\_\_\_

Signed by Mayor \_\_\_\_\_ Date: \_\_\_\_\_

Vetoed by Mayor: \_\_\_\_\_

Date: \_\_\_\_\_ Over-ridden by Council:

Date: \_\_\_\_\_

Drafted by T. Krall  
Sponsored by/Referred by Acting Director of Public Works  
Introduced on May 22, 2023  
Advertised on June 5, 12 & 17

**BILL NO \_\_\_\_-2023**

**AN ORDINANCE OPENING AND DEVELOPING THE 900 BLOCK OF LINCOLN STREET, REVISING THE CURB ALIGNMENTS OF RIVER ROAD, WEST SPRING STREET AND SCHUYLKILL AVENUE, AND PROVIDING RELATED TRAFFIC PATTERN CHANGES IN THE CITY OF READING, PENNSYLVANIA AS DEPICTED ON THE “RIVER ROAD EXTENSION PROJECT” DRAWINGS, AS PER CITY CODE SECTION 576-102**

WHEREAS, the City of Reading with coordination and financial assistance from PennDOT has substantially completed the improvements for the River Road Extension Project, and

WHEREAS, the City Council of the City of Reading, the Mayor and staff have provided authorization, guidance and implementation throughout the phases of the improvement Project, and

WHEREAS, the changes to these streets, as a whole, per ordinance 576-102, require official authorization and permanent recordation into the City’s Official Topographical Survey of Streets,

NOW THEREFORE, be it ENACTED and ORDAINED by the City Council of the City of Reading, Berks County, Pennsylvania as follows:

SECTION ONE: The Official Topographical Survey of Streets for the City of Reading shall be revised to include the following changes:

1. Lincoln Street, 900 Block: reopening and developing of this block to include the construction of the street, curbs, islands, sidewalks, stormwater management controls, retaining wall, and other related features,
2. River Road, 1000 Block: revising the curb alignment,
3. West Spring Street, 200 and 300 Block: revising curb alignment,
4. Schuylkill Avenue, 900 Block, the side street on the southeast side of the bridge (labeled “Unknown City Street”): revising curb locations and alignments, and installing sidewalk between the southeast side bridge abutment and the Northwest Branch Library that will permanently close the cartway entrance from West Windsor Street along that side of the Schuylkill River Bridge,

5. Schuylkill Avenue, 900 Block, southwest side of bridge (known as "Eberhart Street"): eliminating two-way traffic and establishing one-way traffic south bound, and providing a "no left turn" at the intersection with West Windsor Street,

SECTION TWO: All changes herein are shown on the attached "River Road Extension Project" drawings labeled "Exhibit A", 5 sheets (labeled as sheets 41 through 44 of 53), together with the digital file of the same (AutoCAD file), all made part of this ordinance.

SECTION THREE: The Director of the Department of Public Works and/or the Acting Director of the Department of Public Works be authorized and directed to enter and record the above-described changes in the official Topographical Survey of streets in the Department of Public Works.

SECTION FOUR: This Ordinance shall become effective ten (10) days after its adoption in accordance with Sections 219 and 221 of the City of Reading Home Rule Charter.

Enacted by Council \_\_\_\_\_, 2023

\_\_\_\_\_  
President of Council

Attest:

\_\_\_\_\_  
City Clerk

Submitted to Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

Received by the Mayor's Office: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

Vetoed by Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

## **EXHIBIT "B"**

### **§ 576-207. One-way roadways established.**

[Amended 10-23-2006 by Ord. No. 67-2006; 6-25-2007 by Ord. No. 52-2007; 6-25-2007 by Ord. No. 53-2007; 1-14-2008 by Ord. No. 1-2008; 7-26-2010 by Ord. No. 45-2010]

A. The following are established as one-way roadways, and it shall be unlawful for any person to drive a vehicle on any one-way street other than in the direction established for traffic on that street:

<b>Street</b>	<b>From</b>	<b>To</b>	<b>Direction of Travel</b>
East Wyomissing Boulevard	Lancaster Avenue	Brookline Street	Northbound
Klein Avenue [ <b>Added 2-14-2011 by Ord. No. 5-2011</b> ]	Seventeenth Street	Eighteenth Street	Eastbound
South Fourteenth Street	Perkiomen Avenue	Muhlenberg Street	Southbound
<b><u>Eberhart Street</u></b>	<b><u>River Road</u></b>	<b><u>West Windsor</u></b>	<b><u>Southbound</u></b>

**§ 576-209. Right turns only permitted at certain intersections.**

A. It shall be unlawful for the driver of any vehicle traveling upon the first-named street at any of the following intersections, in the direction or directions indicated in each case, to make other than a right turn, at any time stated, both left turns and straight-across traffic being prohibited:

<b>Vehicles Traveling On</b>	<b>Direction of Travel</b>	<b>Times</b>	<b>Not To Make Left Turn Into or Travel Straight Across</b>
<b><u>Eberhart Street</u></b>	<b><u>Southbound</u></b>	<b><u>All</u></b>	<b><u>No left turn at West Windsor Street</u></b>



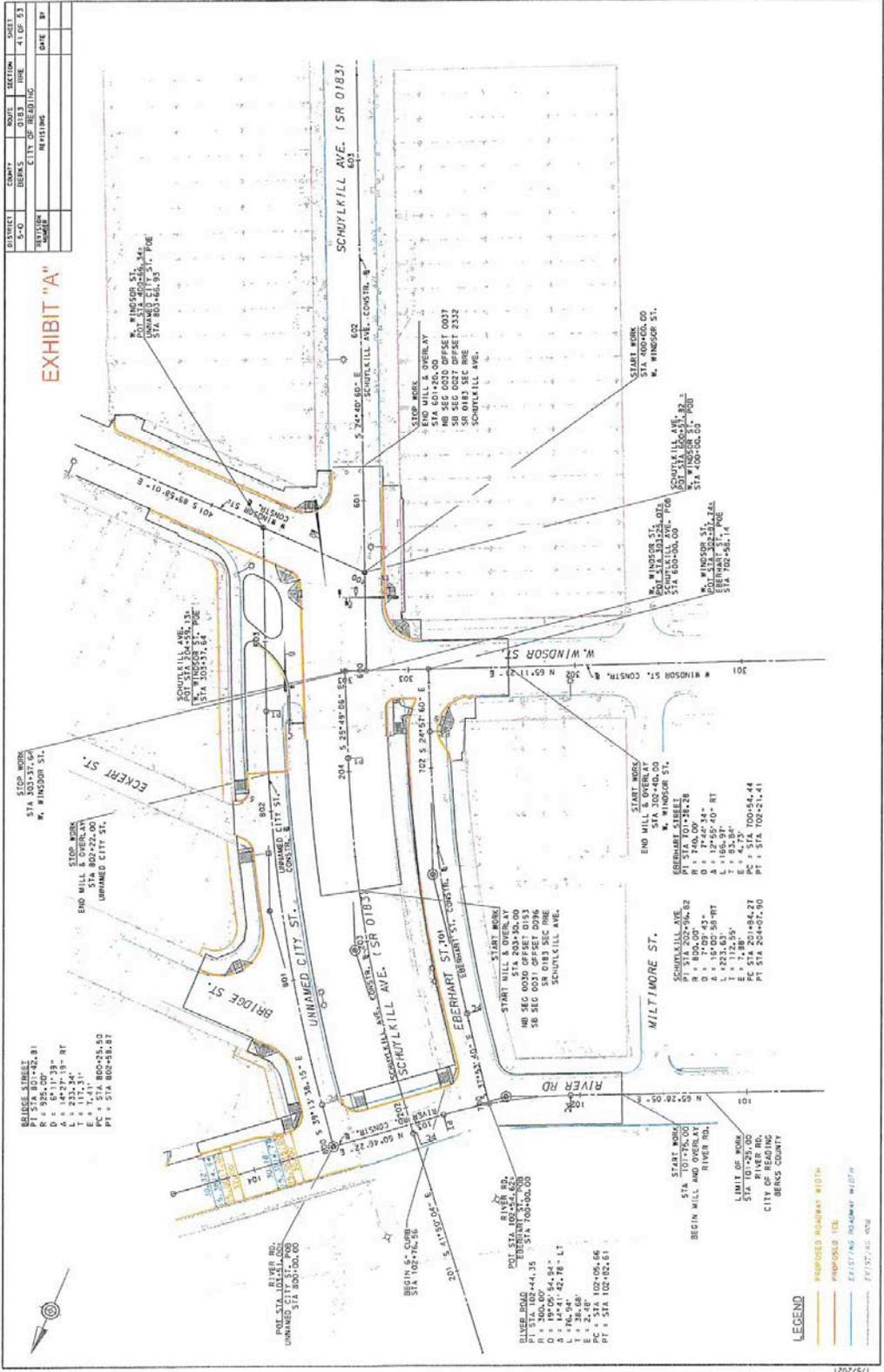






PROJECT NO.	DATE	BY	REVISION
15-0201	01/13/2015	W. WINDSOR	REVISED
15-0201	01/13/2015	W. WINDSOR	REVISED
15-0201	01/13/2015	W. WINDSOR	REVISED
15-0201	01/13/2015	W. WINDSOR	REVISED

**EXHIBIT "A"**



15-0201.dwg  
 1/13/2015 10:54:00 AM  
 W. WINDSOR

Drafted by: Deputy City Clerk  
Sponsored/Referred by: Youth Commission  
Introduced on: June 12, 2023  
Advertised on:

**BILL NO. \_\_\_\_\_ 2023  
AN ORDINANCE**

**Amending the City Code Chapter 23 Boards, Commissions and Committees, Part 15 Youth Commission by expanding the eligibility age range from 23 to 25 and the Commission's function**

**THE COUNCIL OF THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:**

**Section 1.** Amending the City Code Chapter 23 Boards, Commissions and Committees, Part 15 Youth Commission by expanding the eligibility age range from 23 to 25 and the Commission's function, as attached.

**Section 2:** This Ordinance shall be effective ten (10) days after adoption pursuant to Sections 219 and 221 of the City of Reading Home Rule Charter.

ENACTED \_\_\_\_\_, 2023

\_\_\_\_\_  
President of Council

ATTEST:

\_\_\_\_\_  
City Clerk

Submitted to Mayor by: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_  
Received in Mayor's Office by: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Approved by Mayor: \_\_\_\_\_  
Date Approved: \_\_\_\_\_  
Vetoed by Mayor: \_\_\_\_\_  
Date Vetoed: \_\_\_\_\_

**Chapter 23 Boards, Commissions and Committees**  
**Part 15 Youth Commission**

**§23-1501. Purpose**

It is the purpose and intent of the City Council to establish a City of Reading Youth Commission [Commission]. The Commission will serve as an advisory body to the Mayor, City Council, and Managing Director on issues of interest to youth and pertaining to youth in the City of Reading. *The Commission will also have an active role in City events.* Youth and young adults are impacted by the decisions of City officials, but seldom have the opportunity to directly participate in the process. Establishment of a Commission will facilitate the participation of youth and young adults in local government, as well as provide City officials an opportunity to hear and address their ideas and concerns. *City Council members are encouraged to provide guidance and mentorship to their District Commission representative.*

**§23-1502. Youth Commission Members**

The Commission shall consist of fifteen (15) members between the ages of ~~14 and 22~~ 16 - 24 who shall serve without compensation. Each Council District shall have two (2) representatives, which may include students from Albright College, Alvernia University and Reading Area Community College, who shall be nominated by the District Councilmember and approved by City Council. The remaining members shall be nominated by the Mayor and confirmed by City Council. Vacancies shall be filled in the same manner. If any member of the Commission reaches the age of ~~twenty-three (23)~~ *twenty-five (25)* while serving on the Commission, the appointment of that member shall expire the following July 1.

Members shall serve ~~two (2)~~ *three (3)* year staggered terms, and each member shall serve until a successor is duly appointed and confirmed. No member shall serve more than two (2) consecutive terms. The expiration date of all terms shall be July 1.

The Commission shall elect a Chair, Vice Chair and a Secretary annually from the members of the Commission. The Commission shall provide an agenda and a meeting report from all meetings to the City Clerk.

**§23-1503. City Council Liaison**

City Council shall appoint two liaisons to facilitate the activities and meetings of the Commission, one of whom shall be a representative of City Council. Both shall serve without compensation.

**§23-1504. Meetings**

1. A quorum shall consist of the majority of the members present at the meeting, but no less than five (5) members.

2. All Commission meetings shall adhere to State regulations as defined in the Act of June 3, 1986, P.L. 388, No. 84, known as the "Sunshine Act," 53 P.S. §271 et seq.

3. Regular meetings of the Commission shall be determined by the membership but the Commission shall meet no less than four (4) times per year. Notices of meetings will be posted on the City of Reading website.

4. Minutes from meetings will be kept and copies of the meeting minutes will be sent to the City Clerk's Office after each meeting.

**§23-1505. Duties and Functions**

The Commission shall:

(a) Identify critical issues affecting youth in the City of Reading.

(b) Provide advice and recommendations to the Mayor, City Council, Managing Director, and other City officials on issues affecting youth in the City of Reading.

*(c) Create educational campaigns to raise awareness about youth issues.*

*(d) Create its own initiatives*

*(e) Help to plan and participate in City-sponsored events*

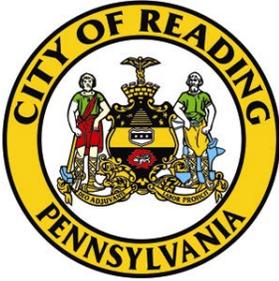
*(f) Current Commission members are encouraged to actively recruit new members.*

(g) Form subcommittees of less than a majority of its members as deemed necessary to allow for in-depth review of issues of interest to the Commission.

(h) Make available to the Managing Director its findings and recommendations and present periodic reports to City Council.

(i) Provide a written report annually on the status of the Commission and its activities to the Mayor and City Council.

(j) Perform such further duties as may hereafter be delegated to the Commission by resolution of the City Council.



# AGENDA MEMO

## FIRE DEPARTMENT

**TO:** City Council  
**FROM:** Fire Chief James Stoudt Jr.  
**PREPARED BY:** AO Michele Kline  
**MEETING DATE:** June 12, 2023  
**AGENDA MEMO DATE:** June 6, 2023  
**REQUESTED ACTION:** Authorize the Transfer of Funds

### RECOMMENDATION

The Fire Chief requests the approval of the transfer of funds totaling \$10,000 within the Agency Fund Budget.

\$10,000 from Line 310900-35540 to 310900-42160

### BACKGROUND

The Department was the recipient of a grant totaling \$10,000 from The Hartford Insurance Company for the support of fire safety education efforts and programming. We plan on purchasing a fire safety module to be shown to the community and schools used by the Fire Marshal's Office. The funds have been received by check and will be deposited into the Grants and Gifts Line of the Agency Fund Budget. These funds need to be transferred to the expense line to move forward with the purchase of the equipment.

### BUDGETARY IMPACT

None to the overall Department budget as the transferred amount is from within the Agency Fund Budget.

### PREVIOUS ACTIONS

None

### SUBSEQUENT ACTION

None

### RECOMMENDED BY

The Fire Chief recommends approval.

RECOMMENDED MOTION

Approval of the transfer of the funds as listed.

Drafted by: Fire Chief and Fire Administrative Officer  
Sponsored/Referred by: Fire Chief  
Introduced on:

**BILL NO. \_\_\_\_-2023  
AN ORDINANCE**

**AMENDING THE 2023 AGENCY FUND BUDGET ORDINANCE -TO REFLECT THE TRANSFER OF FUNDS WITHIN THE AGENCY FUND BUDGET TO PROVIDE THE NECESSARY FUNDING TO PURCHASE A SAFETY MODULE FOR FIRE SAFETY TRAINING TO THE COMMUNITY AND SCHOOL WHICH WAS RECEIVED FROM THE HARTFORD INSURANCE COMPANY.**

**The Council of the City of Reading hereby ordains as follows:**

**Section One:** The 2023 Agency Fund Budget Ordinance is hereby amended by changing the ordinance to provide the funds needed for the purchase of equipment for which the department was the recipient of a grant. The funds will be paid by a reallocation of funds within the Agency Fund Budget.

**Section Two:** The purchase of this equipment will be paid from the Agency Fund Contracted Services, Line Item (310900-42160). The funds being transferred will result in an increase of \$10,000 to the Contracted Services, Line Item (310900-42160) and a decrease of \$10,000 to the Agency Fund Grants and Gifts Line Item (310900-35540).

**Section Three:** This Ordinance shall be effective ten (10) days after adoption pursuant to Sections 219 and 221 of the City of Reading Home Rule Charter.

Adopted \_\_\_\_\_, 2023

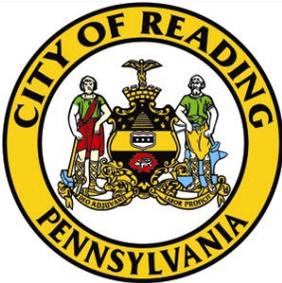
\_\_\_\_\_  
President of Council

Attest:

---

City Clerk

Sent to Mayor _____
Date: _____
Signed by Mayor _____
Date: _____
Vetoed by Mayor: _____
Date: _____
Over-ridden by Council:
Date: _____



# AGENDA MEMO

## FINANCE DEPARTMENT

**TO:** City Council  
**FROM:** Michael R. Oppenheimer, CPA  
**PREPARED BY:** Michael R. Oppenheimer, CPA  
**MEETING DATE:** June 12, 2023  
**AGENDA MEMO DATE:** June 5, 2023  
**REQUESTED ACTION:** BUDGET AMENDMENTS FOR THE WATER FUND AND GENERAL FUND 2023 BUDGETS AS A RESULT OF THE EXECUTION OF 2023 LEASE AGREEMENT WITH RAWA

### RECOMMENDATION

The City Controller recommends the above budget amendments in the Water Fund and General Fund budgets as a result of the execution of 2023 lease agreement with RAWA.

### BACKGROUND

2023 lease revenue was originally budgeted at 1.50% of 2022 lease revenue and zero was originally budgeted for water fund bank fees expense, however, the executed 2023 lease agreement has a 2.0% revenue increase and estimated \$225,000 of bank fees expense.

### BUDGETARY IMPACT

The authorization will amend the City's 2023 budgets:

#### Water fund:

increase Lease Payment from Water Authority revenue, line item 501500 34500, \$50,453, and increase Transfer to General fund, line item 501596 49071, \$50,453. The net change of this part of the budget amendment is zero, and

increase Water fund Bank Fees expense, line item 50TBD TBD, \$225,000, and increase Transfer from Fund Balance, line item 50TBD 39900, \$225,000. The net change of this part of the budget amendment is increase to fund expense of \$225,000, funded by the transfer from fund balance.

*Note, Accounting will set up the actual account numbers in near future.*

#### General fund:

increase Transfer from Water Fund revenue, line item 011491 39050, \$50,453, and decrease Transfer from Fund Balance, line item 011491 39900, \$50,453. The net change of this part of the budget amendment is increase to fund revenue of \$50,453, funded by a decrease in transfer from fund balance.

PREVIOUS ACTIONS

None

SUBSEQUENT ACTION

Council to take action to approve an ordinance for the authorization to amend the 2023 Water Fund and General Fund budgets as described above.

RECOMMENDED BY

The Managing Director recommends approval.

Drafted by: Controller  
Referred by: Controller  
Introduced on: June 12, 2023  
Advertised on: N/A

**BILL NO. \_\_\_\_-2023**

**AN ORDINANCE**

**BUDGET AMENDMENTS FOR THE WATER FUND AND GENERAL FUND 2023  
BUDGETS AS A RESULT OF THE EXECUTION OF 2023 LEASE AGREEMENT WITH  
RAWA**

**The Council of the City of Reading hereby ordains as follows:**

**Section One:** The 2023 Water fund and General Fund budgets are amended as a result of the execution of the 2023 lease agreement with RAWA.

**Section Two:** The budget amendments will be made in the Water fund and General fund as follows:

Water fund:

increase Lease Payment from Water Authority revenue, line item 501500 34500, \$50,453, and increase Transfer to General fund, line item 501596 49071, \$50,453, and

increase Water fund Bank Fees expense, line item 50TBD TBD, \$225,000, and increase Transfer from Fund Balance, line item 50TBD 39900, \$225,000.

General fund:

increase Transfer from Water Fund revenue, line item 011491 39050, \$50,453, and decrease Transfer from Fund Balance, line item 011491 39900, \$50,453.

**Section Three:** This Ordinance shall be effective ten (10) days after adoption pursuant to Sections 219 and 221 of the City of Reading Home Rule Charter.

Adopted \_\_\_\_\_, 2023

\_\_\_\_\_  
President of Council

Attest:

\_\_\_\_\_  
City Clerk



# AGENDA MEMO

FINANCE DEPARTMENT

**TO:** City Council  
**FROM:** Michael R. Oppenheimer, CPA  
**PREPARED BY:** Michael R. Oppenheimer, CPA  
**MEETING DATE:** June 12, 2023  
**AGENDA MEMO DATE:** June 5, 2023  
**REQUESTED ACTION:** BUDGET AMENDMENTS FOR THE WATER FUND AND CAPITAL IMPROVEMENT FUND 2023 BUDGETS

## RECOMMENDATION

The City Controller recommends the above budget amendments in the Water Fund and Capital Improvement Fund budgets.

## BACKGROUND

2023 additional lease revenue from RAWA budgeted was slightly overbudgeted, by \$80,000. This amendment will change budgeted revenue from \$580,000 to \$500,000. 2022 actual revenue was \$513,776

## BUDGETARY IMPACT

The authorization will amend the City's 2023 budgets:

### Water fund:

decrease Additional Lease Payment revenue, line item 501500 34055, \$80,000, and decrease Transfer Carryover to Reserve, line item 501596 48099, \$80,000. The net change of this part of the budget amendment is zero, and

### Capital improvement fund:

decrease Transfer from Water Fund Unrestricted revenue, line item 341491 39016, \$80,000, and increase Transfer from Fund Balance, line item 341491 39900, \$80,000. The net change of this part of the budget amendment is decrease to fund revenue of \$80,000, funded by an increase in transfer from fund balance.

## PREVIOUS ACTIONS

None

## SUBSEQUENT ACTION

Council to take action to approve an ordinance for the authorization to amend the 2023 Water Fund and Capital Improvement Fund budgets as described above.

RECOMMENDED BY

The Managing Director recommends approval.

Drafted by: Controller  
Referred by: Controller  
Introduced on: June 12, 2023  
Advertised on: N/A

**BILL NO. \_\_\_\_-2023**  
**AN ORDINANCE**  
**BUDGET AMENDMENTS FOR THE WATER FUND AND CAPITAL IMPROVEMENT**  
**FUND 2023 BUDGETS**

The Council of the City of Reading hereby ordains as follows:

**Section One:** The 2023 Water fund and Capital Improvement Fund budgets are amended.

**Section Two:** The budget amendments will be made in the Water fund and Capital Improvement fund as follows:

Water fund:

decrease Additional Lease Payment revenue, line item 501500 34055, \$80,000, and decrease Transfer Carryover to Reserve, line item 501596 48099, \$80,000, and

Capital Improvement fund:

decrease Transfer from Water Fund Unrestricted revenue, line item 341491 39016, \$80,000, and increase Transfer from Fund Balance, line item 341491 39900, \$80,000.

**Section Three:** This Ordinance shall be effective ten (10) days after adoption pursuant to Sections 219 and 221 of the City of Reading Home Rule Charter.

Adopted \_\_\_\_\_, 2023

\_\_\_\_\_  
President of Council

Attest:

\_\_\_\_\_  
City Clerk

Sent to Mayor \_\_\_\_\_ Date: \_\_\_\_\_

Signed by Mayor \_\_\_\_\_ Date: \_\_\_\_\_

Vetoed by Mayor: \_\_\_\_\_ Date: \_\_\_\_\_

Over-ridden by Council Date: \_\_\_\_\_



# AGENDA MEMO

FINANCE DEPARTMENT

**TO:** City Council  
**FROM:** Michael R. Oppenheimer, CPA  
**PREPARED BY:** Michael R. Oppenheimer, CPA  
**MEETING DATE:** June 12, 2023  
**AGENDA MEMO DATE:** June 5, 2023  
**REQUESTED ACTION:** BUDGET AMENDMENT FOR THE GENERAL FUND AS A RESULT OF ONE REVENUE ACCIDENTALLY BEING BUDGETED TWICE

## RECOMMENDATION

The City Controller recommends the above budget amendment in the 2023 General Fund budget as a result of a correction needed

## BACKGROUND

Transfer from water fund revenue, line item 011491 39050, was originally budgeted for \$10,821,850. However, this amount includes \$580,000 of additional lease revenue from RAWA that was already budgeted in the 2023 capital improvement fund.

## BUDGETARY IMPACT

The authorization will amend the City's 2023 general fund budget by a decrease to Transfer from Water Fund revenue, line item 011491 39050, \$580,000, and increase Transfer from Fund Balance, line item 011491 39900, \$580,000. The net change of this budget amendment is decrease to general fund revenue of \$580,000, funded by an increase in transfer from fund balance.

## PREVIOUS ACTIONS

None

## SUBSEQUENT ACTION

Council to take action to approve an ordinance for the authorization to amend the 2023 General Fund budget as described above.

## RECOMMENDED BY

The Managing Director recommends approval.

Drafted by: Controller  
Referred by: Controller  
Introduced on: June 12, 2023  
Advertised on: N/A

**BILL NO. \_\_\_\_-2023**

**AN ORDINANCE**

**BUDGET AMENDMENT FOR THE GENERAL FUND AS A RESULT OF ONE REVENUE ACCIDENTALLY BEING BUDGETED TWICE**

**The Council of the City of Reading hereby ordains as follows:**

**Section One:** The 2023 General Fund budget is amended as a result of a correction needed.

Section Two: The budget amendment will be made in the General fund by a decrease to Transfer from Water Fund revenue, line item 011491 39050, \$580,000, and increase Transfer from Fund Balance, line item 011491 39900, \$580,000.

Section Three: This Ordinance shall be effective ten (10) days after adoption pursuant to Sections 219 and 221 of the City of Reading Home Rule Charter.

Adopted \_\_\_\_\_, 2023

\_\_\_\_\_  
President of Council

Attest:

\_\_\_\_\_  
City Clerk

Sent to Mayor \_\_\_\_\_

Date: \_\_\_\_\_

Signed by Mayor \_\_\_\_\_

Date: \_\_\_\_\_

Vetoed by Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

Over-ridden by Council:

Date: \_\_\_\_\_

Drafted by: Law Department  
Referred by: Law Dept  
Introduced on: June 12, 2023  
Advertised on: June 19, 2023

**BILL NO. \_\_\_\_\_-2023**

**AN ORDINANCE AUTHORIZING THE CITY TO ENTER INTO AN AGREEMENT OF SALE WITH COLIN WYATT TO SELL THE PROPERTY OWNED BY THE IN BERN TOWNSHIP, PARCEL ID 27439808883908 FOR \$20,000**

**WHEREAS**, the City and the Berks County Regional Airport Authority desires to sell the property owned by the City in Bern Township located at adjacent to the airport to Colin Wyatt who owns and resides at the adjacent property, and

**WHEREAS**, the sale of the property will be contingent upon the parties executing an avatorial easement.

**NOW, THEREFORE:**

**Section 1:** The Mayor is authorized to execute a sales agreement in an amount of \$20,000 to sell the property located on West Shore Drive in Bern Township, Parcel Id. No. 27439808883908 to Colin Wyatt.

**Section 2:** All relevant ordinances, regulations and policies of the City of Reading Not amended by the attached shall remain in effect.

**Section 3:** If any section, subsection, sentence or clause of this ordinance is held, for any reason, to be invalid, such decision shall not affect the validity of the remaining portions of the ordinance.

**Section 4:** This Ordinance shall become effective ten (10) days after its adoption in accordance with 219 and 221 of the Home Rule Charter of the City of Reading.

Adopted \_\_\_\_\_, 2023

\_\_\_\_\_  
President of Council

Attest:

\_\_\_\_\_  
City Clerk

Sent to Mayor \_\_\_\_\_

Date: \_\_\_\_\_

Signed by Mayor \_\_\_\_\_

Date: \_\_\_\_\_

Vetoed by Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

Over-riden by Council: Date: \_\_\_\_\_

Drafted by: City Sol  
Referred by: City Sol  
Introduced on: June 12, 2023  
Advertised on: N/A

**BILL NO. \_\_\_\_-2023**

**AN ORDINANCE AUTHORIZING THE CITY TO ENTER INTO AN AGREEMENT OF SALE WITH NEWCOLD USA RE HOLDING, LLC TO SELL THE PROPERTY OWNED BY THE CITY AT 1 BERKSHIRE PLACE PARCEL ID NUMBER 15530713234217 FOR \$4,500,000.**

**WHEREAS**, the City desires to sell the property located at 1 Berkshire Place commonly referred to as the "50 Acres" or "the Dana Site" to Newcold USA RE Holding, LLC.

NOW, THEREFORE:

- Section 1:** The Mayor is authorized to execute a sales agreement in an amount up to \$4,500,000 to sell the property at 1 Berkshire Place, Parcel Id. No. 15530713234217 to Newcold RE Holding, LLC.
- Section 2:** All relevant ordinances, regulations and policies of the City of Reading Not amended by the attached shall remain in effect.
- Section 3:** If any section, subsection, sentence or clause of this ordinance is held, for any reason, to be invalid, such decision shall not affect the validity of the remaining portions of the ordinance.
- Section 4:** This Ordinance shall become effective ten (10) days after its adoption in accordance with 219 and 221 of the Home Rule Charter of the City of Reading.

Adopted \_\_\_\_\_, 2023

\_\_\_\_\_  
President of Council

Attest:

\_\_\_\_\_  
City Clerk

Sent to Mayor \_\_\_\_\_ Date: \_\_\_\_\_  
Signed by Mayor \_\_\_\_\_ Date: \_\_\_\_\_  
Vetoed by Mayor: \_\_\_\_\_ Date: \_\_\_\_\_  
Over-ridden by Council: Date: \_\_\_\_\_

Drafted by: Law Department  
Sponsored/Referred by: Law Department  
Introduced on: June 12, 2023  
Advertised on: June 19, 2023

**BILL NO. \_\_\_\_-2023  
AN ORDINANCE**

**AN ORDINANCE AMENDING THE CITY OF READING ORDINANCES, SECTION 212-106,  
CONSTRUCTION CODES: BUILDING CODE, CREATING AN OPTIONAL WAIVER OF  
BUILDING PERMIT FEES FOR LOCAL GOVERNMENT ENTITIES**

THE COUNCIL OF THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:

**Section 1:** Council hereby amends Section 212-106 of the City of Reading Ordinances as set forth in Exhibit "A" attached hereto and incorporated;

**Section 2:** This ordinance shall become effective ten (10) days after approval in accordance with Sections 219 and 221 of the City of Reading Home Rule Charter.

Enacted \_\_\_\_\_, 2023

\_\_\_\_\_  
President of Council

Attest:

\_\_\_\_\_  
City Clerk

Sent to Mayor \_\_\_\_\_

Date: \_\_\_\_\_

Signed by Mayor \_\_\_\_\_

Date: \_\_\_\_\_

Vetoed by Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

Over-ridden by Council:

Date: \_\_\_\_\_

## EXHIBIT A

Description	Fee
Permit Fees	
Water Heaters	\$65
Up to \$1,000	\$150
See "Up to \$1,000"	
\$1,000.01 and up	\$20 per thousand
Interim Electrical Permit Fees	
Up to \$1,000	\$54.50
\$1,000.01 and up	\$20.00 per five thousand
Administrative fee	\$50
State inspection fee	\$4.50
Consultation fee	\$90 per hour
Plan review: residential (per discipline)	\$100
Plan review: non residential-commercial, industrial, institutional (per discipline)	\$250
Plan review administrative fee	\$50
Removal of placard	\$150
Application for appeal	\$1,000
Fast track plan review: residential	\$400
Fast track plan review: nonresidential-commercial, industrial, institutional (per discipline)	\$400 per discipline
Rescheduling of inspections, administrative fee	\$50
Administrative fees for more than two violations in a 12-month period	Third violation: \$50
	Fourth violation: \$75
<b><u>Waiver or reduction of fees for projects controlled by local government entities</u></b>	<b><u>The City, at its sole discretion, may waive or reduce permit fees for projects that for projects on properties that are owned by local government entities, including but not limited to the Reading School District, the Reading Housing Authority, and the Reading Parking Authority.</u></b>

Drafted by: Law Department  
Referred by: Mayor/City Council  
Introduced on: June 12, 2023  
Advertised on: N/A

**BILL NO. \_\_\_\_\_ 2023**

**AN ORDINANCE**

**AN ORDINANCE DIRECTING THE BERKS COUNTY BOARD OF ELECTIONS TO PLACE A REFERENDUM QUESTION BEFORE CITY VOTERS ON THE 2023 GENERAL ELECTION BALLOT WHICH WOULD AMEND THE CITY OF READING HOME RULE CHARTER BY ELIMINATING THE REQUIREMENT FOR THE CITY'S PUBLIC WORKS DIRECTOR TO BE AN ENGINEER.**

**WHEREAS**, Section 606(a) of the City of Reading Home Rule Charter entitled Director of Public Works/City Engineer requires the City to have a director who is a professional civil engineer registered in Pennsylvania; and

**WHEREAS**, despite great efforts to recruit and hire a professional civil engineer registered in Pennsylvania to fill the position, the City has not been able to find a candidate who satisfies the Charter requirement.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:**

**SECTION 1.** Directing the Berks County Board of Elections to place the following referendum question to voters of the City of Reading on the 2023 general election ballot:

**Home Rule Charter § 606. Department of Public Works/City Engineer.**

“Shall Section 606(a) of the Reading Home Rule Charter be amended to eliminate the requirement for the Public Works Director to be a professional civil engineer registered in Pennsylvania and instead create a requirement that the City designate an employee in its public works department who is a professional civil engineer registered in Pennsylvania licensed engineer to be the City Engineer?”

**Simple Explanation**

The current City Charter requires the City's Public Works Director to be a professional civil engineer registered in Pennsylvania. The proposed amendment would remove the requirement for the Public Works Director to be a professional civil engineer registered in Pennsylvania but instead create a requirement that the City designate any Public Works employee or official as the City Engineer who shall assist the Public Works Director in performing the

duties required through the Administrative Code or other action, or as may be required of a City Engineer by general law.

**SECTION 2.** In the proposed amendment, the language of Charter Section 606(a) shall be deleted and replaced as follows:

**§ 606. Department of Public Works.**

(a) The Department of Public Works is mandated by this Charter. The Mayor shall appoint and fix the compensation of the head of the Department of Public Works. He or she shall perform the duties required through the Administrative Code or other action, or as may be required by general law. The Mayor shall also designate an individual who is professional civil engineer registered in the Commonwealth of Pennsylvania to serve as the City Engineer.

**SECTION 3.** This ordinance shall become effective ten (10) days after its adoption, in accordance with Section 221 of the City of Reading Home Rule Charter.

Enacted \_\_\_\_\_, 2023

\_\_\_\_\_  
President of Council

Attest:

\_\_\_\_\_  
City Clerk

Submitted to Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

Received by Mayor's Office: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

Vetoed by Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

Drafted by: Law Department  
Referred by: Law Dept  
Introduced on: June 12, 2023  
Advertised on: June 19, 2023

**AN ORDINANCE AUTHORIZING THE CITY TO ENTER INTO AN AGREEMENT OF SALE WITH COLIN WYATT TO SELL THE PROPERTY OWNED BY THE CITY OF READING LOCATED IN BERN TOWNSHIP, PARCEL ID 27439808883908 FOR \$20,000**

**WHEREAS**, the City and the Berks County Regional Airport Authority desires to sell the property owned by the City in Bern Township located at adjacent to the airport to Colin Wyatt who owns and resides at the adjacent property; and

**WHEREAS**, the sale of the property will be contingent upon the parties executing an avatorial easement.

**NOW, THEREFORE THE COUNCIL OF THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:**

**Section 1:** The Mayor is authorized to execute a sales agreement in an amount of \$20,000 to sell the property owned by the City located on West Shore Drive in Bern Township, Parcel Id. No. 27439808883908 to Colin Wyatt.

**Section 2:** All relevant ordinances, regulations and policies of the City of Reading Not amended by the attached shall remain in effect.

**Section 3:** If any section, subsection, sentence or clause of this ordinance is held, for any reason, to be invalid, such decision shall not affect the validity of the remaining portions of the ordinance.

**Section 4:** This Ordinance shall become effective ten (10) days after its adoption in accordance with 219 and 221 of the Home Rule Charter of the City of Reading.

Adopted \_\_\_\_\_, 2023

\_\_\_\_\_  
President of Council

Attest:

\_\_\_\_\_  
City Clerk

Sent to Mayor \_\_\_\_\_  
Date: \_\_\_\_\_  
Signed by Mayor \_\_\_\_\_  
Date: \_\_\_\_\_  
Vetoed by Mayor: \_\_\_\_\_  
Date: \_\_\_\_\_  
Over-ridden by Council:  
Date: \_\_\_\_\_

Prepared by: Community Development  
Sponsored by/Referred by:(Community Development/Planning Office)  
Introduced on: April 10, 2023

**RESOLUTION NO. \_\_\_\_\_ 2023**

Committing the City of Reading to Adoption and Implementation of the Downtown Plus Strategic Master Plan

**WHEREAS**, In the next couple of decades the City of Reading will likely experience continued population growth. Denser populations, particularly, in our Downtown core areas will increase the need for strong business development, creative housing solutions, and robust transportation options to provide greater accessibility to work, schools, near-by amenities, services, and access to nature; and

**WHEREAS**, The City of Reading has set for itself a goal to promote economic growth by attracting and keeping businesses, residents, developers and creating a vibrant community that will draw in visitors. This goal, along with population growth to the area will require continued improvements to the Downtown with regard to infrastructure, development, redevelopment, expansion, street-scaping, strong businesses, and ensuring provision of community services; and

**WHEREAS**, The City commissioned and has received a draft Downtown Plus Strategic Master Plan which outlines the implementation strategies needed to reach its revitalization and growth goals. These strategies” will incorporate input and participation from a diverse range stakeholders including property owners, residents, businesses, developers and civic partners.

**THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS FOLLOWS:**

- (1) Adopt the Downtown Plus Strategic Master Plan as a guideline for the specified Downtown core areas described in the plan.
- (2) Commit to the implementation of whichever parts of the plan are economically feasible and which the city of Reading and its strategic partners agree and can accomplish.
- (3) Integrate the Plan with long range planning strategies of agencies also working in Downtown core areas.
- (4) Within the next five years produce an updated Citywide Comprehensive Plan that builds on the work done with the Downtown Plus Strategic Plan.

Passed Council \_\_\_\_\_, 2023

\_\_\_\_\_  
Council President

Attest:

\_\_\_\_\_  
City Clerk

Drafted by: City Clerk/Council Solicitor  
Sponsored/Referred by: City Clerk/Council Solicitor  
Introduced on: June 12, 2023  
Advertised on: N/A

**RESOLUTION NO. \_\_\_\_\_ -2023**

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS FOLLOWS:

APPROVING the Conditional Use application submitted by Raymundo Valvimir Taveras Martinez (applicant) to convert the subject property by adding three (3) additional units to the existing three (3) unit building per Zoning Permit #2000-351 when it was converted from a six (6) bedroom rooming house into three (3) dwelling units located at 138 S 8<sup>th</sup> Street, Reading, PA 19601, adding conditions for the applicant to annex the two vacant adjoining lots so they are added to the parcel holding the building and comply with all conditions contained in the Hawk Valley Associates, P.C. review letter dated April 24, 2023 including, but not limited to, going through the sewage planning module process, and comply with the building and fire code, as attached.

**Adopted by Council \_\_\_\_\_, 2023**

\_\_\_\_\_  
President of Council

Attest:

\_\_\_\_\_  
Linda A. Kelleher CMC  
City Clerk

IN RE: APPLICATION OF : BEFORE THE CITY COUNCIL  
RAYMUNDO VALVIMIR :  
TAVERAS MARTINEZ :  
TO ADD 3 UNITS TO THE : OF THE CITY OF READING,  
EXISTING 3 UNIT PROPERTY :  
AT 138 SOUTH 8<sup>th</sup> STREET :  
READING, BERKS COUNTY, PA : PENNSYLVANIA

**DECISION OF THE CITY OF READING  
CITY COUNCIL ON A CONDITIONAL USE APPLICATION**

**AND NOW**, this \_\_\_\_ day of June, 2023, after a hearing held on June 5, 2023, for Raymundo Valvimir Taveras Martinez, owner, of 138 S 8<sup>th</sup> Street, Reading, PA 19601, notice of such hearing having been first sent, posted and advertised in accordance with the provisions of the Pennsylvania Municipalities Planning Code (MPC) and the City of Reading Zoning Ordinance, as amended, the City of Reading City Council (hereinafter “Council”) renders the following decision:

**FINDINGS OF FACT**

City Council finds the following facts:

1. The Applicant is Raymundo Valvimir Taveras Martinez (hereinafter referred to as “Applicant”) who is the owner of 132, 134 and 138 South 8<sup>th</sup> Street, Reading PA, hereinafter collectively referred to as “Subject Property”, at the time of application and at the time of the hearing.
2. The Subject Property is located in the R3, high density zoning district as that term and district is defined by the City of Reading Zoning Ordinance, as amended, hereinafter referred to as “Zoning Ordinance”.
3. Applicant is seeking a Conditional Use permit to convert the Subject Property by adding three (3) units to the existing three (3) unit building per Zoning Permit #2000-351 when it was converted from a six (6) bedroom rooming house into three (3) dwelling units.
4. The Council Solicitor entered the following exhibits into the record:  
City #1 – Conditional Use application  
City #2 – Proof of Reading Eagle publication

- City #3 – Proof of Posting
- City #4 – Proof of mailed notice
- City #5 – Planning Commission recommendation
- City #6 – Zoning Report
- City #7 – Letter Grant by Applicant to extend hearing period beyond 45 days
- City #8 – City Zoning Ordinance

5. The Applicant was present and provided testimony on his own, assisted by a translator from Global Translation Services, and his architect, Mark Christman.
6. The Subject Property is currently comprised of a 3-story residential building located at 138 S. 8<sup>th</sup> Street and an adjoining off-street parking area at 132-134 S. 8<sup>th</sup> Street.
7. The Applicant purchased the Subject Property in 2022 at which time it was approved as a three (3) unit residential dwelling house per Zoning Permit #2000-351.
8. When the Applicant took possession of the Subject Property, he learned that the prior owner already framed out the building to add three (3) additional units with roughed in plumbing and electric.
9. The Applicant intends to rent out the six (6) proposed units to the general public for residential uses only and expressed the belief that the three additional units will benefit the community and that the adjoining vacant lots are reserved parking for those who will reside at 138 S 8<sup>th</sup> Street.
10. Subsequent to taking possession of the Subject Property, the Applicant learned that the necessary permits and approvals were not obtained and the building lacked zoning approval from the City to complete the conversion to six (6) total units.
11. The Applicant then filed the necessary permit and approval applications with the City to convert the building to six (6) residential units and the related land use processes.
12. The building is currently vacant.

13. The configuration of the proposed six (6) units is as follows:
  - a. 1<sup>st</sup> floor - studio apartment;
  - b. 1<sup>st</sup> floor - 3 bedroom, 1 bath;
  - c. 2<sup>nd</sup> floor – 1 bedroom, 1 bath;
  - d. 2<sup>nd</sup> floor— 3 bedroom, 1 bath;
  - e. 3<sup>rd</sup> floor – 1 bedroom, 1 bath; and
  - f. 3<sup>rd</sup> floor— 3 bedroom, 1 bath. See pages 16 and 18 of the Application (exhibit City 1).
14. The sizes of the six (6) proposed residential units are all in compliance with the square footage requirements of the Zoning Ordinance and each unit has a separate entrance.
15. The Zoning Ordinance requires 9 off-street parking spaces and there are 11 spaces available on the adjoining parking lot at 132-134 S. 8<sup>th</sup> Street as part of the Subject Property.
16. There is an unfinished basement area in the building that all tenants can access for laundry purposes.
17. There are entrances through common space at the front and rear of the building.
18. There is a fire escape at the rear of the building.
19. A dumpster will be located and screened in the exterior area adjacent to the parking spaces for the tenants to discard their trash and garbage.
20. Jerome Skrincosky, City planning consultant, recommends that, if approved, the Applicant should annex the two vacant lots with the building so that 132, 134 and 138 S. 8<sup>th</sup> Street are combined into a single parcel as well as to go through the sewage planning module process and comply with the fire code.
21. The Planning Commission recommended that Council approve the addition of three (3) units by a 4-1 vote.
22. The conversion of the Subject Property into six (6) dwelling units, per Section 600-804.B(3)(a) of the Zoning Ordinance, requires Conditional Use approval by City Council in the R-3 zoning district, and for compliance with Sections 600-1201.A, 600-1203.D and 600-1204.D.

23. The Applicant does not need any further relief from the Zoning Ordinance in order to convert the Subject Property into a six (6) residential units as proposed, except for the conditional use requested.
24. Evelyn Morrison was the only member of the public to participate in the hearing and provide comment to City Council on the Application.
25. Evelyn Morrison is in favor of the approval of the Application conditioned upon limiting the number of units to five (5) instead of six (6) because she previously owned the Subject Property and, based on this knowledge, converting the 3<sup>rd</sup> floor to two (2) units is a safety issue because when climbing the staircase to each upper floor there are two sets of steps leading to the unit in the front and in the rear of the building.
26. The Applicant and Mr. Christman declined the opportunity to provide rebuttal.

### **DISCUSSION**

The Applicant is seeking approval of a Conditional Use Permit to convert the Subject Property by adding three (3) additional rental units to the existing three (3) rental units at the Subject Property located at 132, 134 and 138 South 8<sup>th</sup> Street under Zoning Ordinance 600-804.B.3. A and 6100-1203.D - Conversions.

### **CONCLUSIONS OF LAW AND DECISION**

1. The Subject Property at 132, 134 and 138 South 8<sup>th</sup> Street is located in the R3 high density Zoning District.
2. The Hearing was held on June 5, 2023.
3. The Applicant is seeking approval of a Conditional Use Permit to convert the Subject Property by adding three (3) rental units to the existing three (3) unit property as per Zoning Ordinance 600-804.B.3. A and 6100-1203.D - Conversions.

4. The burden of proof for an application for a Conditional Use is upon the Applicant.
5. Pursuant to Sections 600-1203.D Conversions of the Zoning Ordinance, the following standards (in summary) shall be met for approval of a conditional use:

D. Conversions. This section applies to an existing building where it is allowed by the zoning district regulations to be converted into new dwelling units. The conversion of an existing one-family detached dwelling, one-family attached dwelling or one-family semidetached dwelling into two or more dwelling units shall be prohibited, as per §§ [600-803](#) and 600-804. **[Amended 2-14-2011 by Ord. No. 8-2011; 12-16-2013 by Ord. No. 83-2013]**

(1) A site plan, drawn to the scale, showing the location and dimensions of all off-street parking, private entrances, walkways and landscaping, shall be submitted, as well as architectural plans showing the dimensions and square footage of all rooms and storage spaces and indicating the intended use of all rooms.

(2) The conversion shall have the minimum floor area as designated by the following schedule:

<b>Apartment</b>	<b>Square Feet</b>
Efficiency or studio	Not allowed
One-bedroom	550
Two-bedroom	700
Three or more bedroom	850

(3) For each dwelling unit, there shall be a minimum 1 1/2 off-street parking spaces per unit.

(4) Documents indicating to the City Codes staff's satisfaction that all plumbing, heating and electrical equipment and facilities are adequate and appropriate for the proposed use. The entire building shall also be made available for a code inspection.

(5) See also the requirements of [Chapter 308](#), Housing, including but not limited to requirements for the designation of a local agent if the owner does not live locally.

6. Additionally, in order to obtain approval of a conditional use permit, the Applicant must comply with and meet the following performance standards under Sections 600-1201.A and 600-1204.D.3 of the Zoning Ordinance:

600-1201

A. No conditional or special exception use shall be approved if it:

- (1) Substantially increases traffic congestion along a street or creates a traffic safety hazard.
- (2) Creates an undue concentration of population.
- (3) Impairs an adequate supply of light and air to adjacent property.
- (4) Creates a significant threat to the public health or safety.
- (5) Is detrimental to the appropriate use of adjacent property through the generation of significant nuisances or hazards.
- (6) Does not meet the requirements of this chapter.

600-1204

D. Standards. Conditional uses shall meet the specific standards established for each use by this chapter and all other applicable zoning district requirements and general regulations established by this chapter. In addition, the following standards shall be met:

- (1) The use shall be one which is specifically authorized as a conditional use in the zoning district wherein the applicant is seeking a conditional use.
- (2) Services and utilities shall be made available to adequately service the proposed use.
- (3) The use will not generate traffic such that hazardous or unduly congested conditions will result.
- (4) The use is appropriate to the site in question.
- (5) The use shall not adversely affect the character of the general neighborhood, or the health and safety of residents or workers on adjacent properties and in the general neighborhood.
- (6) The applicant shall demonstrate, as a condition to approval of his application, that the standards in this subsection and those specified elsewhere in this chapter for the use in question would be met.
- (7) The City Council may impose such additional safeguards as are necessary to protect the public health, safety and welfare.

- 7. The Applicant and his architect presented credible testimony and evidence to satisfy its burden of proof in complying with the applicable sections of the Zoning Ordinance to warrant relief under the Zoning Ordinance in the form of a conditional use permit as requested in the Application.
- 8. City of Reading City Council is permitted to grant Conditional Uses, with conditions and other relief, as set forth in the Zoning Ordinance of the City of Reading and Pennsylvania Municipalities Planning Code.

9. After reviewing the Applicant's request in detail and considering all testimony and evidence at the hearing with the Exhibits, City Council APPROVES the application and grants a conditional use permit to add three (3) additional residential rental units to the existing three (3) units located at 132, 134 and 138 South 8<sup>th</sup> Street with the following additional requirements:
  - A. An Annexation and Land Development Plan to be approved by the City Planning Commission to join 132, 134 and 138 S 8<sup>th</sup> Street into a single parcel with the adjoining vacant parcels to be used to meet the off-street parking requirement for the property and filed with the County of Berks prior to the issuance of the Zoning permit.
  - B. Submission and approval of a Sewage Planning Module for this property.
  - C. Obtaining the required building and trade permits and complying with the resulting recommendations.
  - D. Obtaining certification from the Fire Marshal that the emergency response equipment within the building is adequate and complying with the Fire Marshal's recommendations.
  - E. Otherwise complying with other conditions contained in the Hawk Valley Associates, P.C. review letter dated April 24, 2023.

This is the decision of the City of Reading City Council by a vote of \_\_\_ to \_\_\_.

**TO:** City Council  
**FROM:** William M. Heim, Managing Director  
**PREPARED BY:** Kenya S. Edmonds, Special Assistant  
**MEETING DATE:** June 07, 2023  
**AGENDA MEMO DATE:** June 12, 2023  
**COMMUNITY DEVELOPMENT:**

The Community Development Department has the following updates for the period starting May 15<sup>th</sup> through May 26<sup>th</sup>.

#### ACCOMPLISHMENTS

The following tasks completed through various divisions in Community Development:

- ○ Community Development commenced developing City's Consolidated Plan and Equity Plan for federal fiscal years (FFY) 2024 to 2028. The HUD funded plan is mandate to obtain the views and comments of individuals and organizations as to the housing and community development needs of the City, including fair housing; review past program performance; and obtain views and comments related to the draft Citizen Participation.
- ○ Included in developing this report three meetings where held:

- 1) Tuesday May 16, 5 to 7 p.m. City Hall, 815 Washington Street, 2nd Floor, City Council Chambers, Reading.
- 2) Wednesday, May 24, 2 to 4 p.m., Keffer Park Field House, 301 Exeter Street, Reading.
- 3) Wednesday, May 24, 5 to 7 p.m., Schlegel Park Field House, 100 E. Wyomissing Blvd., Reading.

\*A list of the organizations that attended meetings is available upon request.

- ○ HOME ARP is finalizing draft applications to qualified agencies with the intent to start receiving, qualifying, and approving agencies for developing and maintaining non-congregate shelters, affordable housing, and single room occupancy (SRO). It is anticipated the completion of the application shortly after the approval of pending change order No. 2 in the amount of \$25,000.
- ○ Monitoring funds for CDBG-CV allocated to assist in reducing homelessness by paying delinquent rent and utility invoice, remaining fund exceeds \$1.0 million. In order to utilize existing funds prior to expiration/termination of specific CDBG-CV line of credit in 2025. Currently, CD is reviewing requests to appropriate funds assisting partially renovating HVAC at the fire museum.
- ○ Property Maintenance interviewed four (4) candidates that are qualified for the open positions of Property Maintenance Inspector. Expected start time, June 16.
- ○ Building and Trade Mechanical Inspector Mr. John Stine resigned his position effective June 2. Building and Trade, with Stine's recent resignation, has two (2) vacancies to fill. An alternate approach is to retain the services of an outside firm for Plan reviews which would subsequently alleviate review time.
- ○ Energov training for CD staff train the trainer phase requires dedication of most staff time. A plan was set in place and shared with Project Manager in anticipation to go live June 7. However, the date has since changed to August 11. The change in the start date causes conflicts with previous staff trainings, which could potentially cause a delay in daily tasks and would reflect on the progress made in Zoning and PMI.
- ○ Property Maintenance division, completed two-hundred and thirty-one (231) quality of life inspections/citation, scheduled two-hundred and twenty-four (224) health, fire and safety inspections, seven-hundred and eleven (711) residential inspections for 2-years or property transfer, five (5) court appearances and issued fourteen (14) notices of violations.
- ○ Building and Trade received fifty-one (51) permit applications, seven (7) sets of full plans (architectural, MEP), completed the review of fourteen (14) plan reviews, approved six (6) plans, issued fifty-five (55) building permits for various contraction tasks, and approved five (5) cases of utility restorations. Building and trade Inspectors approved ninety-three (93) inspections and denied thirteen (13) inspections.
- ○ Historic Preservation Specialist, received seven (7) applications of completion of appropriateness (COA), approved two (2) of the applications, issued two (2) building permits, and supported eighteen

(18) City residents with their applications and request to make modification to the exterior of residential or commercial façade.

## **FINANCE:**

The Finance Department has the following updates:

### **ACCOMPLISHMENTS**

#### **IT UPDATE**

- ○ In preparation of Energov deployment, IT staff is setting up and distributing new iPads to system users. Also troubleshooting the final test pass of the Hansen system conversion data continues.
- ○ The backup private wireless network will move from City Hall to the Public Works building to allow Police vehicles to connect to Public Works should the City network go down. City remote sites and VPN users will also be set to failover to the Public Works network.
  - ○ Getac tablets have been setup and issued to Police Department lieutenants and sergeants for the initial roll out.
  - ○ Research has begun into Cloudflare as a replacement to the City's domain name system (DNS) service. This would allow improved protection of DNS records and provide extra tools for disaster recovery.
  - ○ The electronic sign located on Penn Street has information honoring fallen firefighters. Fallen police officers will also be honored similarly once IT personnel have received all of the necessary information from the Police Department.

#### **CSC UPDATES**

- • **Hansen to EnerGov Data Conversion**
  - ○ The team continues working to define and correct data conversion issues. Another data review is pending with expectation of improvement in the fee related areas.
- • EnerGov

The team has identified outstanding items for resolution:

- ○ Export of data to collector for current new business privilege tax set-up.
- ○ Export of delinquent fees to collector for delinquencies, data and fee collections holds.
- ○ Import of collection receipts involving different departments.
- ○ Batch processing for Business Privilege License bills, housing bills, trade license renewals, health permits.
- • **Registered Bills aka Non-Permit, Non-License Payments**
  - ○ Payment processing still has to be determined. Preliminary research indicates that recurring payments (ex: industrial waste) may be better suited for processing in Munis to allow reporting on the payees and turnover to collections; however, individual/one-time payments may be most effective if processed through EnerGov.
- • Training
  - ○ Citizens Service Center personnel have been reviewing and training in the EnerGov system. Staff member, Myriam Kalbach has been an asset collaborating with team members to provide guidance on business licensing.
- • Cashiering

- ○ New computer hardware necessary for Treasury’s use of the Tyler software has recently been ordered, but it is uncertain if the equipment will arrive by the time it is needed in July.
- • Accounting Update
  - ○ The Accounting Manager has created a project budgeting guidance and distributed same to Accounting, Capital Projects and affected department staff.
  - ○ The Accounting Manager has scheduled and is preparing for a meeting with Planning staff regarding the zoning escrow account reconciliation procedures.
  - ○ Training provided to the new Special Assistant to the Managing Director on the Munis system requisitions/purchase order and invoice entry processes along with budget information and accounting forms and procedures.
  - ○ Training provided to the Accounting summer intern which included daily cash reconciliation and project string processes.
- • Grants Update
  - ○ An application submitted on May 30th to the Federal Highway Administration Charging and Fueling Infrastructure (CFI) Discretionary Grant Program with a total project cost of \$3.2MM.
  - ○ The Grants Coordinator continues to update Finance Department staff on project status in advance of the pending position vacancy.

**CURRENT PROJECTS**

- • **233 North 3rd Street Residential Building Stabilization – Rebid**
  - ○ The Chief Building Official has advised that re-bidding for the stabilization of 233 North 3rd Street is not currently required. The affected homeowner has decided to file a claim privately.
- • **Centre Park Revitalization Project – Rebid**
  - ○ This project was contracted to a landscape architectural firm, Barry Isett, to conduct the design engineering for the revitalization of Centre Park. The final design includes the replacement of the current fountain with a period-correct Victorian Style fountain, refurbishment of walkways and garden features, installation of additional water supply points, replacement of benches and lighting figures. One bid received but it exceeded budget. A re-bid has been issued and responses are due June 22.
- Laboratory Services for the WWTP
  - This project is to contract with a company who can conduct laboratory analysis for the parameters required by the Department of Environmental Protection (DEP), the Environmental Protection Agency (EPA) and the National Pollutant Discharge Elimination System (NPDES) permit beyond the wet chemistry that is performed routinely in house to maintain plant compliance. This analysis includes, but is not limited to, pesticides, semi-volatiles, volatiles, organics, whole effluent toxicity, polychlorinated biphenyls (PCB’s) and metals. The selection committee has chosen the new vendor, and this will be advanced to City Council for action at the June 12, 2023, meeting. Page 5 of 11

## **UPCOMING PROJECTS**

- Roofing Replacement for the Reading Public Library - Northwest Branch
- PY2024 to PY2028 CDBG ESG and HOME Environmental Review Record Consultant Services
- Multiyear Financial Plan & Recommendations

## **CONTROLLER UPDATES**

- ○ The City Controller continues to address Fiscal Year 2022 accounting and audit items including tentative audit findings.

## **PROJECT MANAGER (ERP System)**

- • EnerGov Implementation
  - ○ The system Go-live date has changed to 7/11 with a potential alternate date of 8/1.
  - ○ Remaining configuration items that can be accomplished by the team will be separated from those that require assistance from the consultant and are to be completed by mid-June.
  - ○ Process testing opportunities arranged specifically for Building & Trades leadership staff.
  - ○ The third pass of conversion data turned over to staff on 5/31. A fourth pass may be necessary.
  - ○ Licenses secured for all personnel needing them and subject matter experts (SME) continue training end users.
  - ○ It will be necessary to inform the public regarding the EnerGov implementation, post go-live. Maria Kantner, CSC Manager has agreed to serve as a resource for system demonstrations.
- • OpenGov
  - ○ Procurements implementation rescheduled for completion by mid-June, with a customer success transition call on June 12th.

## **• Advancing Health Literacy (AHL) Grant**

- ○ A No Cost Extension application submitted, and corresponding budgets finalized.
- ○ Recently submitted Grant Amendments have been approved by the Office of Minority Health.
- ○ The Project Managers have completed the timeline for the No Cost Extension year.
- ○ A Misinformation Toolkit has been completed and translated.
- ○ An Organizational Toolkit was completed and is going to print.
- ○ The Health Equity Director attended Tower Health- Health Equity Community Collaborative Meeting and presented on the AHL Health Taskforce.
- ○ The Health Equity Director met with a representative of Bell & Evans and Medicare & Medicaid Services to discuss collaboration opportunities.

## **UPCOMING EVENTS**

- ○ May 31- Focus Group Session – YMCA
- ○ June 3- Focus Group Session - 8th Street Church

Page 6 of 11

- ○ June 4-6- OMH Conference in Atlanta, GA
- ○ June 30- Powerful Women Event - The Salvation Army

**CAPITAL PROJECTS**

- ○ No report

**ONGOING PROJECTS**

**DECISION MAKING**

- ○ AHL Grant – City has submitted a No Cost Extension [NCE] for 12 months to complete work remaining under the grant.
- ○ Recently met with RACC leadership on 5/31/2023 to request that one of their staff, Kelly Kidd be retained to complete evaluation of the grant. RACC requested the City issue them a directive to terminate services of their other employee Veronica Lopez. AHL team has expressed displeasure with the lackluster performance from Ms. Lopez to RACC dating back to Feb 2023. With no improvement to date, there is almost zero value added to retaining her for the additional time under the NCE. This staffing change will help ensure we have the competent services of Ms. Kidd through the conclusion of the additional time granted under the NCE.

**FIRE:**

The Fire Department has the following updates:

**ACCOMPLISHMENTS**

- ○ Completed Annual Haz-Mat required training.
- ○ Presented The Fire Chief Award To Marlon Rivera at the annual Reading High JROTC award ceremony on May 18.
- ○ Took delivery and placed in service a new Medic unit.

**ONGOING PROJECTS**

- ○ 9<sup>th</sup> and Marion Station – Slow progress. Tentative completion is still slated for June 9, 2023; however, I am confident that it will not be met.
- ○ Four members returned from the final inspection of our New Engine #3 & Engine #9. Both apparatuses will be at the dealership in Lancaster County by next week for equipment mounting. The plan is for them to be in service by the end of July.
- ○ The EVT mechanic position advertised, and HR had the first interview with a candidate on June 2, 2023. I will conduct a second interview shortly thereafter.

Page 7 of 11

## **DECISION MAKING**

- ○ Two minor discipline issues managed in my office. One grievance filed and sustained. Steps taken to correct the issue which caused the grievance.

## **INCIDENTS / CHALLENGES:**

- ○ As noted in our meeting we have had four members retire early which has created vacancies.
- ○ The department has had quite a few fires lately including a mountain fire on May 31. The fire was contained to about one acre with help from surrounding departments who have more equipment focused on wildland fires.

## **HUMAN RESOURCE:**

HR has the following updates:

### **Driver Safety Training:**

- ○ The implementation of the Driver Safety program led to a 23% decrease in driver error road accidents from 2021 to 2022. The overall positive impact of the program is undeniable.
- ○ Ongoing Driver Safety Training programs are important to a renewed commitment to promoting safe driving practices throughout the City of Reading.

## **Recommendations:**

### **Implement policy:**

- ○ All City of Reading employees with access to City vehicles must successfully complete Driver Safety & Accident Investigation Training annually.
- ○ Implement a cell phone and seat belt policy: The City of Reading prohibits employees using cell phone while they are driving a city vehicle. City employees should pull off the road and stop before they use a cellphone. All City of Reading employees must wear seat belts while driving a city vehicle.
- ○ Provide individual Driver Safety and Accident Investigation completion certificates to all employees who successfully complete both courses.
- ○ Additional Driver Safety classes scheduled for 2023 to accommodate anticipated growth and requirements.

## **LIBRARY:**

The Library has the following updates:

**ACCOMPLISHMENTS** Page 8 of 11

- ○ We had a successful Celebrity Bartender Fundraiser event, bringing in almost \$15,800, netting about \$14,500. We will be using \$7,500 to collaborate with South Central Art Partners to do three artists in residency programs at the branches.

### **ONGOING PROJECTS**

- ○ Filling vacant positions: We have filled one of the two open Librarian II positions. I will be taking action soon on the other Librarian II position, and the open Assistant Director position.
- ○ HVAC/generator project is ongoing but seems to be making good strides towards completion.
- ○ RFP for evaluating our bank has been made public. We are waiting on proposals.
- ○ Still working on getting hotspots ready to circulate to patrons and getting hotspots and Ipads ready for the Digital Literacy Instructor project. We hope to have these ready for the public in June or July at the latest.
- ○ We are in the final stages of having a refrigerator and food pantry located on the outside of the SE Branch to help provide healthy food for residents. We had a Grand Opening for this project on Monday, June 5, @ 11am.

### **DECISION MAKING**

- ○ The District decided to move from Ancestry.com database to Heritage Quest by Ancestry because the latter is available from home and thought that it would be more convenient for the community. This change over will happen in June/July.
- ○ The District will also be moving from two part-time ILL staff to one full-time.
- ○ We decided on a new logo. The revealing of the new logo will be sometime this fall.

### **CHALLENGES/OTHER ISSUES**

- ○ Continued issues with the back yard of a property that connects with the library's Foundation building and parking lot - excessive trash, dead animals, people using it as a living space/storage space/bathroom, and there has been drug activity here as well. Its making staff feel extremely uncomfortable and unsafe as the parking connects to this yard. There have been conversations with the police about this issue and a complaint has entered into the City's irequest.

### **POLICE:**

The Police Department has the following update:

- ○ In the process of reviewing background investigations for new hires.

### **PUBLIC WORKS:**

The Public Works Department has the following updates: Page 9 of 11

## **ACCOMPLISHMENTS**

- ○ Solid Waste/Recycling Division Manager met telephonically on 5/16/2023 with new Area DEP Grant Director Sharon Scantling to amend current “902” DEP grant to reflect price increase in ordered compactor vehicle for leaf collection. Expected delivery is Fall of 2023.
- ○ Clean City Team (City Staff) completed sixty (60) clean- up and illegal dumping projects picking up four hundred and eighty-six (486) bags of litter and thirty-four (34) bulk items. Staff picked up one hundred and nineteen (119) tires, and twenty-nine (29) TV’s. Twelve (12) dead animals removed from the streets, and thirteen (13) graffiti abatement projects completed. “Gateway Tuesday” is ongoing as well as extra cleanings at the Pagoda and overlooks as well as the City Parks with the summer season upon us.
- ○ Sustainability Manager meetings & events attended: Alvernia Sustainability Committee, Legacy City calls, Keep Reading Beautiful steering committee, HUB Housing Focus group, EV Charging public meetings, Earth Day 2023 wrap up (next meeting in July), PW Safety training, Urban Ag workgroup, multiple meetings between the Corps Network & others about the status of the RCC, Bernhart Dam Update (presenter).
- ○ Final NPDES discharge permit for the WWTP received with an effective date of May 1st.
- ○ The WWTP was in compliance for May with the first month of the seasonally lower permit limits despite several suspected slug discharges impacting the WWTP operation.
- ○ The Sewer team assisted RAWA with an emergency repair by providing a dump truck and operator for two days as requested to minimize the service disruption.
- ○ Report of a clogged catch basin led to the discovery of a 10-foot carpet remnant discarded into a catch basin blocking storm flows. Removed the inlet grate from the basin to clean and restore flow.

## **ONGOING PROJECTS**

- ○ Solid Waste/Recycling Division Manager organized and chaired meetings on “Dumpster Day” planning for June 24th at PW Facility on 5/19/23.
- ○ Clean City Coordinator Ryan Bradley signed up seven (7) new participants in the “Adopt-A-Block” initiative bringing the number to 133 as of 5/31/2023 and installed seven (7) new signs. Existing “Adopt A Block” groups cleaned up twelve (12) bags of litter, five (5) bags of yard waste and two (2) bulk items. Ryan also organized and facilitated Clean-Ups on South St. and Skyline Drive with sixteen (16) volunteers who cleaned up eight (8) bags of litter, three (3) TVs and three (3) bulk items. Also, Community Service workers cleaned fourteen (14) bags of litter from seventy-four (74) storm drains. Ryan also hosted the monthly BCTV show “Our City, Our World.”
- ○ Sign quote for 800 Penn St returned and under review project is remobilizing expected 6/12.
- ○ City Park playground – Dedication next week.
- ○ River Road Extension – The Construction work is about 95% completed. No word back yet on a ribbon cutting date.
- ○ 2023 Paving Project, Contract No. 2: 18W Hancock/E. Wyo. Boulevards Paving - Final design is in progress, MTA said it should be ready for bidding in June.
- ○ 18W Liggett Ave/Hancock Blvd. Intersection – SSM and city met with the 18W committee and completed the final stakeholder review of the final plan.

- ○ 18W Bike Safety Trail Project - MTA has provided their cost estimate to provide the Bike Trail engineering and appears acceptable, but the cost will exceed the available Blanket Agreement allotment for this year. We are reviewing other options.
- ○ Knock-Down Traffic Signals – The city needs to pay MetEd for the service connection and PW is processing their invoice.
- ○ N Front Street Traffic Signals Upgrade – SSM to resubmit revised drawing to PennDOT soon and submit final design invoices. PW submitted for the GLG reimbursement last week.
- ○ ARLE Downtown Traffic Signal Retiming – Acting PW Dir. to submit an ARLE reimbursement request this week.
- ○ Castlewood Street Dedication – Revised the report to include an assessment of the capacity of the system and is in review for a recommendation.
- ○ Climate Action Plan (L-CAP) workshops meetings scheduled for June 5th @ 5pm, June 10th @ 11 am (SE branch RPL), June 7th @ 5pm, June 17th (NE branch RPL)- sign up & flyers distributed week of 5/15, Thirty (30) people max at each session. Administration & Council invited to attend as residents (in house sessions will be scheduled for July).
- ○ Lucky’s Lane (339 S. 7th Street) garden install scheduled for June (regrading by RAWA begun-stone installation week of 5/15).
- ○ Bernhart Dam next steps- coordinate with David Anspach and Kyle Zeiber engineering, additional soil, sediment, water testing, initial concept design process. Include Muhlenberg Twp, Conservation District, and County MS4 in process.
- ○ 19th Ward Pump Station and Force Main Projects - The force main design team is receiving comments from PA DEP on the permit modification application packet submittal. Council awarded the new pump station design with the contract having been executed. The kickoff and key initial meetings are in the process of being scheduled.

**CHALLENGES/OTHER ISSUES**

- ○ Solid Waste/Recycling Division Manager divided secretarial duties with Diana Jimenez to fill in for Madelin Collins who has been out since 5/16/23 recovering from surgery.
- ○ Vandalism at Baer Park for second time on the new LW4 court.
- ○ Reading Climate Corps: It came to our attention on May 19th that Education Works (program manager) did not make payroll and there are significant financial issues on their end effecting RCC. The RCC was put on hold while next steps are being taken. COR funding for 2023 has not been disbursed. COR is making up the payroll for the Corps members via independent contractor status and invoice. Steering committee met on 5/31 to discuss next steps and to figure out a local management strategy. Additional meetings scheduled to discuss options & develop strategy. Program accounting does not match reporting from Education Works (this is a separate issue that needs attention from Legal Department- will follow up).
- ○ 6th and Canal Pump Station - negotiation continues with the general contractor to resolve the pump vibration, potential change order request. Legal has taken the lead on this with input from the technical team.
- ○ A potential new industry was evaluated as part of the industrial pretreatment program. A current permittee with compliance issues has indicated a willingness to enter into a compliance order and agreement to address their problems in a more long-term manner.

**UPCOMING EVENTS**

- ○ Good Medicine Indigenous Wellness Celebration: June 3rd, Riverfront Park (10am)
- ○ L-CAP Workshops: SE RPL: June 5 & June 10, NE RPL: June 7 & June 17
- ○ Juneteenth w/ NAACP, Elks Lodge: June 17th
- ○ EAC WWTP Tour, June 27, noon (staff/administration/ council welcome)
- ○ EJ Dive Picnic in the Park, July 8th (w/ 18th Wonder)
- ○ Riverzilla: August 12, Riverfront Park

**CITY AUDITOR’S REPORT  
Monday, June 12, 2023**

**Earned Income Tax (EIT)/Earned Income Tax Prior Year – Update as of 05/31/2023**

As of May 31, 2023, the revenue line items of EIT and EIT Prior City’s General Fund have recorded a combined total revenue of about \$12.8 million, or 55% of the total amount budgeted. Because the majority of the revenue recorded for EIT Prior Year occurs during the first quarter of the year; as of May 31, 2023, this revenue line item has already recorded approximately \$7.2 million. Even though the combined budget for these two revenue line items is about \$2.4 million more in 2023 compared to 2022 budget, about \$24.7 million was recorded in 2022. And if these revenue line items continue the same path as last year, there is a high probability that the Earned Income Tax revenue will meet its budget target in 2023.

**Earned Income Tax Revenue - Comparison between YTD 2022 and as of 5/31/2023**

<b>Earned Income Tax Revenue</b>	<b>2023 Budget</b>	<b>5/31/2023</b>	<b>Variance</b>	<b>2022 Budget</b>	<b>12/31/2022</b>	<b>Variance</b>
<b>Earned Income</b>	16,452,000.00	5,628,803.67	(10,823,196.33)	15,512,120.00	18,009,845.88	2,497,725.88
<b>EIT Prior</b>	6,971,000.00	7,257,587.18	286,587.18	5,500,000.00	6,782,788.57	1,282,788.57
<b>TOTAL</b>	<b>23,423,000.00</b>	<b>12,886,390.85</b>	<b>(10,536,609.15)</b>	<b>21,012,120.00</b>	<b>24,792,634.45</b>	<b>3,780,514.45</b>

**User Fees Revenue – Update from 12/31/2019 to 5/31/2023**

User Fees revenue is the revenue collected for the EMS services that the City provides to its residents. For the fiscal year of 2023, the City budgeted \$3 million for this revenue line item, and as of May 31, 2023, \$1,671,105.16, or 56% was already recorded. If this revenue line item continues this trend, there is a high probability that the User Fees Revenue will exceed its budget target in this current year.

The chart below illustrates User Fees Revenue Actual vs. Budget from 2019 to 5/31/2023

User Fees/EMS- YTD Revenue	YTD 5/31/2023	12/31/2022	12/31/2021	12/31/2020	12/31/2019
YTD Revenue Collected	1,671,105.16	3,047,755.50	3,287,855.40	2,405,142.53	3,333,157.10
Budget	3,000,000.00	3,009,000.00	3,033,500.00	3,196,000.00	3,095,000.00
Over/(Under) Budget	(1,328,894.84)	38,755.50	254,355.40	(790,857.47)	238,157.10

**Admission Fees Tax Revenue – Update as of May 31, 2023**

The majority of the revenue collected for the Admissions Fee Tax comes from the Reading Royals, the Reading Phils and other events/concerts held at the Santander Arena and the Performing Arts Center. In 2022, the City collected about \$826,764 for Admissions Fee Tax which exceeded its budget target by \$626,764.61. Due to a revenue increase in 2022, \$650,000 was budgeted in 2023. And as of May 31, 2023, \$417,282.50 or 64% has been recorded for this revenue line item which does not include the revenue of Reading Phils and the Reading Royals for the month of May.

**2023 - Admission Fee Tax YTD Revenue Collected**

Month	Reading Phils	Reading Royals	Santander Arena- Other	Performing Art Center	Varsity Brands	YTD Amount Recorded
January	2,988.27	15,644.66	1,618.53	12,632.65		32,884.11
February	3,893.83	10,952.81	84,479.53	16,181.83	2,528.51	118,036.51
March	5,241.66	16,500.75	60,070.86	24,465.75	2,928.90	109,207.92
April	7,438.27	13,156.73	41,038.69	35,321.87		96,955.56
May			51,511.60	8,686.80		60,198.40
June						-
July						-
August						-
September						-
October						-
November						-
December						-
Total	19,562.03	56,254.95	238,719.21	97,288.90	5,457.41	417,282.50